

Last Updated : **September 29, 2018**

ABU BAKAR MIAJEE

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Career Objective:

I would like to build up my career in a well-known organization through using my creativity, efficiency, proficiency and hard working so that my respective organization can achieve its goal in the circumstances of the global challenge and competition

Career Summary:

To do a job in a dynamic, potential and positive environment
To serve in a challenging field where I can explore my creative.
To show honesty, faith and punctuality in all kind of activities.
To be social and highly communicative with each and every one.

Special Qualification:

Accounting/Finance/Management

Employment History:

Total Year of Experience : 4.6 Year(s)

1. Accounts Officer (January 20, 2018 - Continuing)

AFC Health Ltd. (In association with Fortis-Escorts Heart Institute, Delhi)

Company Location : Rahmanâ€™s Regnum Center, BS # 1101/A, 191/1, Tejgaon-Gulshan Link Road, Dhaka-1208

Department: Accounts & Finance

Duties/Responsibilities:

- ïïï Maintain total Cash. Posting to General Ledger and sub ledger
- ïïï Prepare Bank reconciliation statement every month. Income & expenditure, financial position.
- ïïï Maintaining bank balance information. Maintaining petty cash records & Daily Statement
- ïïï Perform monthly, quarterly and annual accounting activities.
- ïïï Analyze and report on financial status. Budget preparation and analysis
- ïïï Income statement variances, communicating financial results to management
- ïïï Improve systems and procedures and initiate corrective action
- ïïï Prepares employee salary and over time. Maintenance of Daily Records
- ïïï Prepares monthly statements by collecting data
- ïïï Prepare Bank reconciliation statement every month
- ïïï Other miscellaneous functions

2. Accountant (April 1, 2017 - February 19, 2018)

Pressto Ltd.

Company Location : 143,Coca Cola Road,Naya Nagar,Dhaka-1212

Department: Accounts

Duties/Responsibilities:

- Prepare Bank reconciliation statement every month
- Posting to General Ledger and sub-ledger
- Reconcile sub-ledger balances with General Ledger
- Prepare bank payment Vouchers, receipt vouchers, journal vouchers.
- Get vouchers signed and forward to others.
- Prepare payroll & make remittances including salary forwarding.
- Verify all bills related to capital items including civil works.
- prepares monthly statements by collecting data

3. Executive Officer (July 1, 2015 - May 15, 2017)**Joy Enterprise/Joy Traders**

Company Location : 21, Motijheel, C/A, Dhaka-1000

Department: C&F

Duties/Responsibilities:

- Preparation and authorization of Invoices such as Tax, Commercial and Preformat
- Verification of Customers LC as per Purchase Order terms
- Document preparation, including raising of Promissory Notes as per LC Terms
- Submission of Bill and Dispatch Documents to Customers and Bank
- Transporter Bill verification, processing and submission to Finance for payment
- Maintenance of Daily Records
- On-line monthly Return to Central Excise Authority
- Other's miscellaneous functions

4. AUTO CAD Operator (June 28, 2007 - August 27, 2008)**Unique Planning & Engineerig Firm**

Company Location : Office:Hazi Masion, House:#2, Road:#3 ,Autpara, (tangail road)

Joydebpur Chowrasta, Gazipur.

Department: Cad Operator

Duties/Responsibilities:

Cad Operating & training, Carry out Training Needs Assessment, Maintain proper records of all training

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Finance	European University of Bangladesh	CGPA:3.42 out of 4	2015	2	MBA
Bachelor of Business Studies	Accounting	Govt. Titumir College	Second Class	2011	Three Years	BBS
HSC	Business Studies	Munshi Fazlur Rahaman Govt. College	CGPA:3.3 out of 5	2007	Two Years	HSC
SSC	Business Studies	Sundalpur High School	CGPA:3.06 out of 5	2005	10 Years	S.S.C

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Auto CAD and Computer Fundamental	Auto CAD 2D,3D, Microsoft Office,Internet Browsing and E-mail Communication.	Matlab Technical & Computer Training Institute	Bangladesh	Gazipur	2007	Three Month

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 25000
Expected Salary : Tk. 58,000
Preferred Job Category : Accounting/Finance, Commercial/Supply Chain
Preferred District : Anywhere in Bangladesh.
Preferred Organization : Govt./ Semi Govt./ Autonomous body, Multinational
Types Companies, Consulting Firms, Garments, Textile, Buying House, Audit Firms /Tax Consultant, Group of Companies, Garments Accessories

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Accounts• B.Com./ Bachelors• Banks & Financial• MBA/ BBA• Accounting• Accounts

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father"s Name : Md. Fazlul Hoque Miajee
Mother"s Name : Anowara Begum
Date of Birth : October 1, 1987
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : C/O: Md. Fazlul Hoque Miazee, Villa: Bara Goali, P.O: Charo Goali,
P.S: Daudkandi, Dist: Comilla
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Mohsin Miazee	Md. Mostaq Ahmed Miazee
Organization	: Miazee Multi Farm	Garib & Garib
Designation	: Managing Director	Chief Of Accountent
Address	: House-03,Road-06,Block-H,Banasree Rampura	Gazipur, Bogra
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Relation	: Family Friend	Family Friend

