

Applied For: **Virtual Assistant, Sylhet Office (All Types)**

Last Updated : **November 1, 2017**

Abu Taleb Md. Golam Zilani

Address: Road No-2, Shamimabad R/A, Bagbari, Sylhet-3100
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Career Objective:

To build a professional & dynamic carrier in any field where I can utilize my education, experiences, potentialities & enthusiasm.

Employment History:

Total Year of Experience : 7.8 Year(s)

1. Accounts Officer (June 5, 2016 - Continuing)

Parkview Health Care (Pvt.) Limited

Company Location : Sylhet

Department: Accounts

Duties/Responsibilities:

1. Preparing Bill/ Invoice, Challan, Quotation, Journal Entry and maintaining daily vouchers.
2. Assist to top management
3. Cash management
4. Checking/Verifying all payment vouchers/bills and solving discrepancies/irregularities if any.
5. Assist to Prepare monthly/ Yearly Income Statement, Receipts Payments Report.
6. Preparation of half yearly & yearly accounts.
7. Monitoring and Reporting monthly Receivable and Payables.
8. Reconciling various cash accounts, Bank and Inter-company Balances
9. Prepare monthly statement of import and LC related works.
10. Customer credits follow up.
11. Maintain banking transaction.
12. Maintain all kind of VAT & TA and deducted at source where applicable.
13. Assist/Support the Internal & External Audits.
14. Participate in project meeting with unit wise expense.
15. Maintenance of fixed assest memorandum.
16. Financial Management/Fund management.
17. Monitor all financial activities of upcoming project.
18. Perform any other tasks assigned by the management.

2. Accounts Officer (January 1, 2015 - July 31, 2016)

Alight Travels

Company Location : Sylhet

Department: Accounts

Duties/Responsibilities:

1. Preparing Bill/ Invoice, Challanband maintaining daily vouchers.

2. Cash management
3. Assist to Prepare monthly/ Yearly Income Statement, Receipts Payments Report.
4. Preparation of half yearly & yearly accounts.
5. Monitoring and Reporting monthly Receivable and Payables.
6. Reconciling various cash accounts, Bank and Inter-company Balances
7. Maintain banking transaction.

3. **Executive Officer (May 3, 2010 - December 30, 2014)**

FirstLead Securities Ltd.

Company Location : Sylhet

Department: Trade & Accounts

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master`s Of Science	Chemistry	National University	Second Class, Marks :55%	2010	01 year
Bachelor Of Science	Chemistry	National University	Third Class, Marks :43%	2009	04 year
HSC	Science	Sylhet Govt College,Sylhet	Second Division, Marks :54%	2002	02 year
SSC	Science	The Aided High School,Sylhet	First Division, Marks :67%	2000	02 year

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Training Program for Authorized Representatives of Chittagong Stock Exchange Stock Dealers/Brokers	Training Program for Authorized Representative	Chittagong Stock Exchange & BSEC	Bangladesh	Sylhet	2010	02 days

Professional Qualification:

Certification	Institute	Location	From	To
Diploma in Information and Communications Technology	Bangladesh Computer Council	Sylhet	June 30, 2015	January 20, 2016

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 15,000

Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Dhaka, Habiganj, MoulaviBazar, Sunamganj, Sylhet
 Preferred Country : Germany, Greece, Italy, Malaysia, New Zealand, Australia, Canada, France, Hong Kong, Singapore
 Preferred Organization Types : Banks, Investment/Merchant Banking, Telecommunication, Software Company, Govt./ Semi Govt./ Autonomous body, Embassies/Foreign Consulate, Consulting Firms, Garments, Buying House, Immigration & Education Consultancy Service, Chemical Industries, Share Brokerage/ Securities House

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Capital Market/Investment Banking • Compliance • Accounts • Admin • MS Access • MS Word/Excel/PowerPoint/OneNote • IT Support Service • Web Services • Finance • Audit

Language Proficiency:

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

Personal Details :

Father's Name : Md. Habib Ullah Miah
 Mother's Name : Begum Rukeya Habib
 Date of Birth : January 16, 1985
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Road No-2,Shamimabad R/A,Bagbari,Sylhet-3100
 Current Location : Sylhet

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>	
Name	: Dr. Md. Abdul Hye	Md. Ismail Hossain Munshi	
Organization	: Parkview Health Care Pvt. Ltd.	City Brokerage Limited	
Designation	: Chairman	Manager, Sylhet Branch	
Address	: Taltola,Sylhet-3100.	Holy Complex (1st Floor), East Dorgha Gate, Sylhet	

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Relation	:	Professional

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