

CURRICULUM VITAE



Md. Abdul Monayem

Address: Shuveccha 188/1, 5th Floor, Flat No 22, Mia Fazil Chist, Sylhet 3100.

E-mail: monayem794@gmail.com

Linkedin Profile: <https://www.linkedin.com/in/md-abdul-monayem-3409b931/>

Mobile No: 01722292708

OBJECTIVE

To be able part of an organization which will provide dynamic and challenging career and provide an environment conducive for innovation and learning.

WORK EXPERIENCE

01. March 2017 - Still Continuing : Taz Tea & Trading Co. Ltd.

Accountant

1. Maintain all books of accounts, Balance Sheet, Monthly Report, Quarterly Report, register, ledger following accounting standard and accounting principles and policies of the organization.
2. Preparation of financial statements and necessary reports periodically, preparation of Financial Models using computer software in different aspects as required by the management.
3. Ensure accounting accuracy in all transactions entered into the system and ensure the same is posted before monthend.
4. Making Monthly salary sheet for all portfolio of the company.
5. Maintain, update and monitor inventory records.
6. Monitor payments to vendors for goods and services timely.
7. Check and validate cash balance periodically with cash book.
8. Ensure monthly report on all sales proceeds, contributions, miscellaneous loans, staff advances.
9. Prepare bank reconciliation statement at the end of each month.
10. Perform any other duty/responsibilities assigned by higher authorities.

02. March 2012 - April 2015 : Brac

Associate Officer, Internal Audit

1. Auditing different programmes / departments / social enterprises of BRAC.
2. Ensuring compliance of organisational policies and procedures.
3. Preparing and finalizing audit report with necessary analysis and comparison.
4. Assess correctness of audit reply, review of management reply and necessary follow-up.
5. Verifies assets and liabilities by comparing items to documentation.
6. Completes audit workpapers by documenting audit tests and findings.
7. Appraises adequacy of internal control systems by completing audit questionnaires.
8. Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.
9. Communicates audit findings by preparing a final report; discussing findings with auditees.
10. Assist Internal Audit Manager for preparation of monthly and quarterly report.

EDUCATION

2008 : M. Com

National University

Second Class (Accounting)

2007 : B. Com (Hons)

National University

Second Class (Accounting)

2003 : HSC

Brindabon Govt. College, Habigonj.

GPA 3.50 (Out of 5) (Commerce)

2001 : SSC

Habigonj Govt. High School,

GPA 3.88 (Out of 5) (Commerce)

TRAINING

1. Training on Microfinance and Basic Auditing:

Basic of Microfinance Risk Analysis Audit Procedure and Recommendation.

Institution - Brac (Dhaka)

Duration - 2 Days

2. Training on Accounts

(Microfinance) and Report Writing: Microfinance Accounts, Report Writing

Institution - Brac (Sylhet)

Duration - 2 Days

IT Skill

☐ MICROSOFT OFFICE

☐ Tally ERP 9

PERSONAL

Fathers Name : Md. Abdus Salam

Mothers Name : Late Sadeka Khatun

Date of Birth : 15-12-1986

Gender : Male

Marital Status : Unmarried

Religion : Islam

NID No : 1485121477

Permanent Address: Holding No-6753, South Onantopur R/A, Habigonj-3300.

REFERENCE

01. Md. Sarowar Hossain Shohag

Branch In-Charge

Toggi Services Limited.

Kaniz Plaza (2nd Floor, Zindabazar, Sylhet

Cell: 01704112559

02. Mohammad Kamal Hussain

Chief Accountant

Border Guard School & College, Sylhet.

Cell: 01716543233

Manayem