

Last Updated : **September 30, 2018**

IMRAN HOSSAIN

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Career Objective:

Account Officer

Career Summary:

Extensive and diverse accounting experience in treasury management, credit, collections, cash application, billing, month-end accounting close, general ledger analysis and month-end financial procedures and reporting. Highly proficient in Microsoft Word, Excel, Hyperion Retrieve, Hyperion Enterprise and AS400 Applications.

Areas of expertise:

- y Bank Reconciliation
- y General Ledger
- y Cash Management
- y Accounting Close
- y Balance Sheet Reconciliation
- y Process Improvement

Special Qualification:

Microsoft Word,
Microsoft Excel ,
Power point,
E mail & Internet Browsing & Windows Basic,
Graphics Design.
Tally ERP 9.

Employment History:

Total Year of Experience : 7.6 Year(s)

1. **Account Officer (April 7, 2016 - Continuing)**

LIZ FASHION INDUSTRY LTD.

Company Location : H-316, R-4, Baridhara DOHS, Dhaka
Department: Accounts & Finance

Duties/Responsibilities:

All Account term solve.

2. **Account Officer (September 5, 2013 - March 31, 2016)**

Mridha International

Company Location : Uttara

Department: Account

Duties/Responsibilities:

Account,Audit,Cash management,Tax

3. Account Officer (March 5, 2011 - August 17, 2013)**Queen Traders Ltd**

Company Location : Tejgoan,Dhaka

Department: Account

Duties/Responsibilities:

Account,Audit,Income tax.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.B.S	Accounting & Information System	National University	Second Class, Marks :57%	2010	2009-10
B.B.S (Hon,s)	Accounting & Information System	National University	Second Class, Marks :51%	2009	2005-09
HSC	Business Studies	Kadirdi Degree College	CGPA:3.8 out of 5	2005	2003-05
SSC	Science	Kadirdi High School	CGPA:2.81 out of 5	2003	2001-2003

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphics Design		Technical Training Center,Faridpur.	Bangladesh	Farridpur	2011	Six Month
Basic Computer Program	Microsoft office,Power point,Email.Internet Browsing	Evergreen International,Faridpur	Bangladesh	Faridpur	2011	Six Month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 28000
 Expected Salary : Tk. 18,000
 Preferred Job Category : Accounting/Finance, General Management/Admin
 Preferred District : Chattogram, Dhaka, Gazipur, Narayanganj
 Preferred Organization Types : Telecommunication, Event Management, Govt./ Semi Govt./ Autonomous body, Buying House, Tea Garden, Group of Companies, Research Organization, Financial Consultants

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Accounts M.Com. 	Good Comand In Bangla & English,M.S.Office,Tally ERP 9.

Extra Curricular Activities:

Graphics Design

Language Proficiency:

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

Personal Details :

Father"s Name : Md.Khalilur Rahman
Mother"s Name : Sharifa Aktar
Date of Birth : October 21, 1987
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam (Sunni)
Permanent Address : Village ংঁ Mujurdia , Post ংঁKomleshordi High School, Upa ংঁ
Boalmari, Faridpur.
Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Hemayet Hossain Mollah	Mamun mridha
Organization	: Govt. Yasin College, Faridpur.	Nitol Niloy Group
Designation	: Assit . Professor	Sr. Accountant
Address	: Faridpur.	Khilkheth, Dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01717364644	01755537209
EMail	:	
Relation	: Academic	Relative
