

Last Updated : **December 15, 2018****JUNAYED AHMAD**

Address: Nosin Vila :60, Road no: 01 Shamimabad, Bagbari, Sylhet,  
 Sylhe Sadar, Sylhet Sadar, Sylhet 3100  
 Home Phone: 01724971881  
 Mobile : 01751150290  
 email:junayed24115@gmail.com

**Employment History:****Total Year of Experience : 2.8 Year(s)****1. Se- Executive Finance & Admin ( April 15, 2017 - Continuing)****Bengal Fibertex Limited**

Company Location : 4th Floor Koyrun Bobon ,Mirboxtula Sylhet

Department: Accounts

**Duties/Responsibilities:**

Maintain daily cashbook, general ledger and other financial reports assign by management

Prepare monthly payroll of office employees and factory workers

Prepare, submit and maintain the VAT, Excise, Customs and Income Tax accounts  
 Prepare monthly profit and loss statement**2. Junior Exicutive- Accounts ( October 12, 2016 - December 2, 2017)****Delta Specialized Hospital**

Company Location : 124 ,Azadi Mirboxtula ,Sylhet

Department: Accounts

**Duties/Responsibilities:**

Maintain Daily Cash Book , Ledger &amp;Balance Sheet

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Administration (BBA)	Accounting	Sylhet International University, Sylhet	CGPA:3.16 out of 4	2017	4
HSC	Business Studies	Moulvibazar Govt. College, Moulvibazar	CGPA:4.3 out of 5	2012	-
Dakhil (Madrasah)	General	Kazi Ganj Bazar Dakhil Madrasha, Nobiganj	CGPA:4.75 out of 5	2010	-

**Professional Qualification:**

Certification	Institute	Location	From	To
Internship certificate	Southeast Bank Limited	Chowhatta branch, Sylhet	March 15, 2017	June 15, 2017
Internship certificate	Southeast Bank Limited	Chowhatta branch, Sylhet	March 15, 2017	June 15, 2017

**Career and Application Information:**

Expected Salary : Tk. 25,000  
Preferred Job Category : Accounting/Finance  
Preferred District :  
Preferred Organization :  
Types

### **Personal Details :**

Father"s Name : Muhibur Rahman  
Mother"s Name : Rabiya Begum  
Date of Birth : November 4, 1994  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Esobpur, Baniachang, Baniyachong, Habiganj 3350  
Current Location : Sylhet

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