

MORSHID ALAM



CONTACT

Address:

85/1 (C4), Baruntack,
Dhaka Cantonment, Dhaka-1206

Mobile:

+8801918334948

Email:

morshed987@gmail.com

SKILLS

Personal:

- Strong Analytical Knowledge
- Problem Resolution
- Relationship Building
- Organizing & Leadership competence.

Computer Skills/Basics:

- MS Word, MS Excel
- Accounting Software Tally, ERP (Oracle), POS

OBJECTIVE

A confident, multi-skilled & capable assistant with excellent knowledge of finance & Operations procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate..

WORK EXPERIENCE

Deputy Manger, Operation (11 July 2018 Continuing)

Energypac fashion Ltd (OCODE)

430/2, Energypoint, tajgoan I/A, Dhaka

Responsibilities:

- Business Plan
- Production Plan
- Budget
- Sales target set for yearly & Month to Month
- Report to Management as per DRD format
- Close monitor all showroom operations
- Plan for Inventory Optimum Level
- Develop and execute Sales & Marketing strategy
- sales target & operational objectives by planning, monitoring, techniques and open new operation
- Build a healthy and positive team atmosphere which will allow them to collectively achieve the target in a cohesive manner
- Identify and explore new market opportunities and Setting trade marketing programs and monitoring
- Develop and organize brand, sales and distribution team members to meet company objectives and targets efficiently
- Design and implement Annual Sales and Marketing Plan
- Observe competitor's activities continuously and revise marketing drive as required to ensure brand competitive advantage
- Assessing market share of different competitors' brands as well as our brands
- Review monthly marketing and sales budget with actual achievement
- Help the shops to boost up the sales
- Take responsibility for the success-failure of the shops, monitor sales guide the product display, indoor-outdoor branding, selling techniques, product knowledge etc
- Explorer new potential business locations in the assigned area
- The role is to assist the organizations sales and growth efforts by contributing to new customer acquisition
- A business development executive is responsible for researching and pursuing new business leads for the growth of the business
- The executive is expected to work on new business proposals and presentations which are a persuasive representation of organizations products/services

Personal Accomplishment:

Member Of silver club,
life long Blood Donor
Quantum Foundation.
31/n Shantinagar, Dhaka -1217

Personal Details:

Date of Birth: Dec 30, 1987.
Marital Status :Married
NID :2650898253124
District : Noakhali

Reference:

Engr. SM Ehsanul Imam
Engineer, (Authorized officer)
RAJUK
Uttara Zone-06
Dhaka
Cell: (+88) 01994299532
E-mail:
eshanul.imam@gmail.com

Asst. Manger, Finance & Accounts 2017-2018

Energypac fashion Ltd

430/2, Energypoint, tajgoan I/A, Dhaka

Responsibilities:

- Cash & Bank reconciliation in Monthly basis
- Dealing with Bank & other Financial Institution
- Monitor Accounts Receivable & Payable
- Prepared monthly Financial Statement on time
- Submitting report the management weekly
- Document prepared for Bank Loan
- Preparing, Maintaining and Entering Bank related transactions
- Prepare all kinds of voucher, Maintain Cheque Register, Preparing work order
- Check daily expenditures, vouchers, Requisition and daily transaction
- Entry all kinds of accounting adjustment transaction in Database
- Cash management & cash disbursement
- LC related accounts work experience
- Advanced level of MS Excel skills

Sr. Officer, Accounts 2015-2017

Partex star Group.

267 F-korim Tejgaon industrial area, Dhaka -1208

Responsibilities:

- Verify deposit slip with Bank Statement & Bank Ledger.
- Verify TA, DA & Outsourcing Bill.
- Prepare Monthly Expense Statement.
- Bank Reconciliation & Preparing Reconciliation statement in ERP (Oracle) System.
- Classification of cost and expenditure on the basis of chart of accounts.
- Maintain & Posting all kinds of voucher in ERP (Oracle) System Software.
- Check all kinds of Bill & voucher and arrange to payment.
- Manage and Review Billing Processes (Accounts Payable/ Receivable)
- Maintain all account books/registers/ledgers etc

Officer, Finance & Accounts 2012-2015

REGIONAL TRADERS LTD (Distributor of Sigma Elevator Ltd)

Head Office, House #28 Road #130 Gulshan-1, Dhaka-1212.

Duties/Responsibilities:

- Maintain and preparing all kind of vouchers, Cheque Register, Bill Register, General Ledger & different registers related to Finance & Accounts.
- Maintain & Checking Billing Processes (Accounts payable/receivable)
- Preparing bank reconciliation time to time.
- Maintain LC related activities.
- prepare monthly purchase statement
- prepare balance sheet (Financial statement)
- prepare the demand sheet
- Communicate with Bank for various day to day transaction purpose Tracking and recovery/adjustment.

EDUCATION

The Institute of Cost & Management Accountants of Bangladesh

Cost Management Accountant, 500 Marks Completed.

2013-15 Masters of Business Administration (MBA)

Southeast University of Bangladesh

Master of Business Administration – Finance CGPA 3.41

2017-2010 National university of Bangladesh

Bachelor of Business Study (BBS 4 Years) – Management 2nd class

Govt. Bnagla College, Dhaka

2006 - Higher Secondary Certificate (H.S.C)

B.A.F Shaheen College, Chittagoang

Business Study, GPA – 4.30

2004 - Secondary School Certificate (S.S.C)

Ramballave Pur high School, Noakhali

Science, GPA – 2.94

DECLARATION:

I do here by declare that the particulars provided here are true and no misinformation is given.

Signature



Morshid Alam