

Last Updated : **December 26, 2018**

## **MAHFUZUR RAHAMAN FAHIM**

Address: House No. 25 (flat-c-1), Road No. 5/1, Blok-B, Banosree,  
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### **Career Objective:**

Desire to serve in profession of Accounts, Finance, Taxes, Audit, corporate affairs where there is an opportunity to contribute my experience, knowledge, skill and education with people in an environment of excellence and passion.

### **Career Summary:**

Worked in accounts department for last 10 years  
Worked in Commercial department of buying house 3 years

### **Special Qualification:**

>>fluent in English and Bangali, Computer Literate  
>>Accounting software tally erp-9

### **Employment History:**

**Total Year of Experience : 11.1 Year(s)**

**1. Sr. Executive ( December 1, 2011 - Continuing)**

**Omicon Group**

Company Location : 5, purana paltan, (Razzak Tower), 5th floor, Dhaka-1000.

Department: Finance & Accounts

**Duties/Responsibilities:**

1. Managing all Cash & Bank related activities of Omicon Group.
2. Receive all kinds of bills & paid to the desired customer of the bills.
3. Check all bills whether that is appropriate or not and the bill signed by the authorized person before pay the bills.
4. Prepare all kinds of vouchers (cash debit voucher, cash credit voucher, bank debit voucher, bank credit voucher, contra voucher, journal voucher ) against bills
5. In case of receive cash or bank check the cash & bank statement before making the MR (Money Receipt).
6. In case of payment, receive the MR (Money Receipt) from the desired suppliers before payment cash or through bank.
7. Maintain ledger for each and every suppliers & employees.
8. Managing the advance payment (IOU) for the company works & employees.
9. Receive the bills against advance payment by checking and verifying authorized signature and adjust the IOU (advance payment).
10. Store all data of finance & accounts by using Microsoft Excel.
11. Give entry of all the transactions day by day to the desired software with particular head of accounts.
12. Check the cash balance and count Hard cash balance with the software daily.
13. Requisition of cash for daily transactions running smoothly to the authorized person (Sr. Manager. Finance & Accounts / Asst. Manager. Finance & Accounts).
14. Maintain Standard Operating Procedures (SOP) in case of payment & receive.
15. In case of bank payment requisite for cheque to the authorized person (Sr. Manager. Finance & Accounts / Asst. Manager. Finance & Accounts).
16. Reporting about all aspects (payment & receive) to the authorized Person (Sr. Manager. Finance & Accounts / Asst. Manager. Finance & Accounts) day to day.
17. Co- operates with other colleagues for any quarries of the department (Finance & Accounts).
18. Any other assignment given by the Sr. Manager. Finance & Accounts / Asst. Manager. Finance & Accounts.

**2. Accounts & Commercial Officer ( July 1, 2008 - November 1, 2011)**

**FastTrack Collection Limited**

Company Location : R-8, H-3, S-1 Uttara, Dhaka

Department: Administration

**Duties/Responsibilities:**

Accounts Works:

- Book Keeping of all accounts Information of the Company (International Accounting System)

- Financial Decisions of the Company.

- Net Profit or Loss for a particular order and at the end of month for full works.

- Manage Ledger book for all the accounts information.

- Keeping all informationâs with vouchers and in files as head of account.

- Making Salary sheet with all due and advance payment through out the month.

- Payment to suppliers, sub-contact factories and also for the Stock.

- Payment through the check and also in cash.

Commercial Works:

- LC/Letter of Credit receives from buyers and transfer to the particular factory as agreement.

- Take BTB LC from garments factory as commission of the buying house and

- Submit it to the bank with proper documents.

- Recording the Commission of the buying house and Submit quarterly report to the Bangladesh Bank.

- Receive TT from the buyer and realize those by proper documents.

- Export goods by proper documents.

**3. Accounts Officer ( January 1, 2008 - June 30, 2008)****Samaya Clothing Limited**

Company Location : Shawrapara, Kazipara, Mirpur-10, Dhaka

Department: Accounts

**Duties/Responsibilities:**

- Book Keeping of all accounts Information of the Company (International Accounting System)

- Manage Ledger book for all the accounts information.

- Keeping all informationâs with vouchers and in files as head of account.

- Making Salary sheet with all due and advance payment through out the month.

- Payment to suppliers, sub-contact factories and also for the Stock.

- Payment through the check and also in cash.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Finance & Accounts	Dhaka International University	CGPA:2.85 out of 4	2014	2013-2014
BBA	Accounting	East West University	Second Class, Marks :3%	2009	4years/ 123 credits
HSC	Commerce	Tejgaon Collage, Dhaka	First Division, Marks :3.1%	2003	2 years
SSC	Science	Barisal Zilla School. Barisal	First Division, Marks :3.25%	2001	-

**Professional Qualification:**

Certification	Institute	Location	From	To
ICMAB	Institute of cost management accountants of Bangladesh	Dhaka	June 1, 2016	June 1, 2018

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 35000  
 Expected Salary : Tk. 25,000  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, General Management/Admin, Data Entry/Computer Operator, Other Special Skilled Jobs  
 Preferred District : Dhaka  
 Preferred Organization Types : Banks, Telecommunication, Manufacturing (FMCG), Design/Printing/Publishing, Trading or Export/Import, Multinational Companies, Textile, Buying House, Airline, Food (Packaged)/Beverage, Group of Companies

### **Specialization:**

Fields of Specialization	Description
• MBA/ BBA	<ul style="list-style-type: none"> <li>o Having experience to deal with buyers &amp; suppliers related to account.</li> <li>o Having experience to manage all kind of accounting information using MS Excel.</li> <li>o Experience to Deal cash and bank account.</li> <li>o Handling Database system.</li> <li>o Arrange events.</li> <li>o Proficient in MS Word, and MS Power point.</li> <li>o Fluent In English and Bengali.</li> <li>o Accounting Software Tally ERP-9</li> </ul>

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangali	High	High	High
English	Medium	High	Medium

### **Personal Details :**

Father"s Name : MD. Fazlur Rahaman  
 Mother"s Name : Mrs. Ashrafunnessa  
 Date of Birth : March 20, 1986  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Kali Bari Road. Barisal Shador. Barisal, Barishal Sadar, Barishal Sadar, Barishal 8200  
 Current Location : Dhaka

**Reference (s):**

Name : Md. Sharif Ul Alam  
Organization : Omicon Group  
Designation : Managing director  
Address : 5, Purana Paltan, Razzak Tower  
(5th Floor) Dhaka-1000  
Phone (Off.) :  
Phone (Res.) :  
Mobile : 01713-453590  
EMail : MD@omicon.com  
Relation : Professional

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