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MD REAL MIA

Address: Gopur Bovon -190, Elephent Road, Dhaka
Home Phone: 01720141412
Mobile : 01716945483
email:realngc@gmail.com

Career Objective:

As a young energetic, active and hard working, I want to be a perfect working hand of your organization according to my qualification to build up my career.

Employment History:

Total Year of Experience : 2.6 Year(s)

1. **Admin cum Accountant (January 1, 2018 - Continuing)**

   PIPL, Organiconline.com
   Company Location : Dhaka
   Department: admin
   Duties/Responsibilities:
   cash book,ledger,bankbook,petty cash,Accounting Software, microfin anirban, microfin 360,
   fixed assets, touching, Knowledge on known Accounting Software Systems, Provident Fund Management, & others. Excellent executive force, Strong timely, all client bill collection, and bank deposit, vat,tax, maintaining books of accounts and prepare periodical report.
   Perform day to day transaction with banks.
   Filing internal and external documents.
   Ensure proper documentation with safe and standard system like Bill Vouchers, Bank Statement, Personnel File, Agreement, Letter, Notice, corresponding documents etc.
   Salary, Fixed Asset, Stock, Leave and Check Issue Register.
   To prepare voucher and checking bill/ supporting vouchers, make sure approval before all kinds of Payments and receipts.
   Ensue all kinds of payments timely and accurately like Utility Bill, Office Rent and Staff Salary etc.
   Banking regularly as per program need.
   Ensure Fixed Assets ID and physical ve

2. **admin assistant (March 15, 2017 - December 31, 2017)**

PSF
Company Location : Dhaka
Department: Accounts
Duties/Responsibilities:
ccounting software,cashbook,lager,bankbook, report and bank statement, passbook check, all financial record,petty cash maintain,tally software maintain,software update ash book,ledger,bankbook,petty cash,Accounting Software, microfin anirban, microfin 360,
fixed assets, touching, Knowledge on known Accounting Software Systems, Provident Fund Management, & others. Excellent executive force, Strong timely, all client bill collection, and bank deposit, vat,tax, all voucher document.. inventory, fixed asset , all accounts work. maintaining books of accounts and prepare periodical report.
Perform day to day transaction with banks.
Filing internal and external documents.
Ensure proper documentation with safe and standard system like Bill Vouchers, Bank Statement, Personnel File, Agreement, Letter, Notice, corresponding documents etc. Salary, Fixed Asset, Stock, Leave and Check Issue Register.
To prepare voucher and checking bill/ supporting vouchers, make sure approval before all kinds of Payments and receipts.
Ensue all kinds of payments timely and accurately like Utility Bill, Office Rent and Staff Salary etc.
Banking regularly as per program need.
Ensure Fixed Assets ID and physical

3. **admin assistant (January 1, 2016 - December 31, 2016)**

simantik(NHSDP)Surjer hasi clinic
Company Location : Sylhet
Department: admin
Duties/Responsibilities:
accounting software,cashbook,lager,bankbook, report and bank statement, passbook check, all financial record,petty cash maintain,tally software maintain,software update ash book,ledger,bankbook,petty cash,Accounting Software, microfin anirban, microfin 360,
fixed assets, touching, Knowledge on known Accounting Software 360, Provident Fund Management, & others. Excellent executive force, Strong timely, all client bill collection, and bank deposit, vat,tax, all voucher document.. inventory, fixed asset , all accounts work. maintaining books of accounts and prepare periodical report.
Perform day to day transaction with banks.
Filing internal and external documents.
Ensure proper documentation with safe and standard system like Bill Vouchers, Bank Statement, Personnel File, Agreement, Letter, Notice, corresponding documents etc. Salary, Fixed Asset, Stock, Leave and Check Issue Register.
To prepare voucher and checking bill/ supporting vouchers, make sure approval before all kinds of Payments and receipts.
Ensue all kinds of payments timely and accurately like Utility Bill, Office Rent and Staff Salary etc.
Banking regularly as per program need.
Ensure Fixed Assets ID and physical ve

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBS(Masters)	Management	Netrakona Govt Collage	Appeared	2018	2 years	-
Master of Business Management (MBM)	AFNA	IBA, Dhaka University	Appeared	2018	4 month	The role of the cash flow statement The cash flow statement:
BBS (pass)	Business Studies	Netrakona Govt collage	Third Class, Marks :40%	2011	3 years	-
Diploma in Engineering	C#.NET XML UML MS SQL Server jQuery HTML5 CSS Bootstrap JavaScript ASP.NET MVC RAZOR Web API Node.js WPF WCF ADO.NET Entity Framework Anjular.js Expre	IDB BISEW	First Division, Marks :70%	2016	1 year 6 month	vandor exam-HTML5 70-480=pass, ASP.NET 70-486=pass, Windows Azure70-486=pass
HSC	BUSINESS STUDIES	ABU ABBAS DEGREE COLLEGE, NETROKONA	CGPA:2.9 out of 5	2007	2	-
SSC	BUSINESS STUDIES	AMTOLA HIGH SCHOOL, NETRAKONA	CGPA:2.88 out of 5	2005	2	-

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 15000
Expected Salary	: Tk. 20,000
Preferred Job Category	: Accounting/Finance, IT/Telecommunication
Preferred District	: Dhaka, Sylhet
Preferred Organization Types	: Software Company, NGO, E-commerce

Specialization:

Course Title: Enterprise System Analysis and Design with C# Module Description Course Duration(hour) 01 Computer Fundamentals 140 02 Introducing the Programming with C#.Net 4.5.1 160 03 Designing and Implementing database with Microsoft SQL Server 2012 Enterprise Edition 140 04 O-O System Analysis and Design with UML and Introducing Microsoft Visio 2003 80 05 Programming in HTML5 with JavaScript and CSS3 140 06 Introducing the XML 60 07 Introducing To ASP.NET 60 08 Developing ASP.NET MVC 4 Web Applications 108 09 Developing Windows Azure and Web Services 152 Total: 1040

Extra Curricular Activities:

Web Api, MVC4, OData controller, angular js, jquery, HTML5, Project Link: https://www.dropbox.com/s/or67dny1ukqlksi/BTMS_Solution.rar?dl=0

Language Proficiency:

Language	Reading	Writing	Speaking
BANGALI	High	High	High
ENGLISH	High	High	Medium
c#	High	High	High

Personal Details :

Father"s Name	: Abdul Jobbar
Mother"s Name	: Raka Akter
Date of Birth	: January 1, 1989
Gender	: Male
Marital Status	: Unmarried
Nationality	: Bangladeshi
Religion	: Surjo Sen hall, Room no-264, University of Dhaka,
Permanent Address :	VILL : DIGLA, P.O : K-AMTOLA, P.S : NETROKONA, DIST : NETROKONA
Current Location	: Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Al Mamun	2. Al Faruk
Organization	: Deputy secretary	Consultant
Designation	: PWD	Defudill universty
Address	: Green road quter	Hatirpul, Dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01712117333	01681988638
EMail	: appview15@gmail.com	
Relation	: Family Friend	Relative