

Last Updated : **May 26, 2018**

MD. AHSAN HABIB

Address: Vill: Bahar Kasna (Zummatari), P.O.: New Shahebganj, P/S.:
Kotwali, Dist. : Rangpur.
Home Phone: 01917973959
Office Phone :01912948515
Mobile : 01774470825
email:habib.mba12@gmail.com, najmul5011@gmail.com



Career Objective:

To build up a career in any challenging field related to Business Studies as well as any field of Bank, Non-bank Finance Institution so as to maximize the application of acquired knowledge & potential and want to show strong sense of responsibility.

Special Qualification:

Diploma in Computer Science.
Diploma in Mobile Engineering.

Employment History:

Total Year of Experience : 6.4 Year(s)

1. Manager (Audit & Accounts) (February 2, 2015 - Continuing)

A.K.Oxygen Ltd. (a unit of majumder group)

Company Location : Narayangonj

Department: Accounts & Finance

Duties/Responsibilities:

- ☐ Determine internal audit scope and develop annual plans.
- ☐ Prepare and present reports that reflect audit's results and document process.
- ☐ Act as an objective source of independent advice to ensure validity, legality and goal achievement.
- ☐ Document process and prepare audit findings memorandum.
- ☐ Accountable for the development and coordination of the internal auditing activities.
- ☐ Develop and implement internal auditing policies, procedures, and program.
- ☐ Review of accounting procedures.
- ☐ Survey functions and activities in assigned areas to determine the nature of operations, and adequacy of the system of control to achieve established objectives.
- ☐ Supervise or conduct independent audits of all records and activities, and prepare varied analyses of the departments, and projects for management.
- ☐ Checking & Verification of bill , vouchers and others supporting documents.
- ☐ preparation of receipts and payment a/c.
- ☐ Monitoring accounts receivable & payable.
- ☐ Assist in preparing all accounts related work.
- ☐ Complete the task which would be assigned from time to time from the management.
- ☐ Preparing profit / loss, balance sheet, any accounting reports.
- ☐ Conducting bank transactions.
- ☐ Cash management and disbursements.
- ☐ Performs many duties aimed at developing and implementing the long- and short-term marketing strategies

2. Manager (Accounts) (September 11, 2012 - March 1, 2015)

Ambient Steel (BD) Limited

Company Location : Barpa ,Rupgonj ,Narayangonj

Department: Accounts & Finance

Duties/Responsibilities:

- Review of accounting procedures.
- Survey functions and activities in assigned areas to determine the nature of operations, and adequacy of the system of control to achieve established objectives.
- Supervise or conduct independent audits of all records and activities, and prepare varied analyses of the departments, and projects for management.
- Checking & Verification of bill ,vouchers and others supporting documents.
- preparation of receipts and payment a/c.
- Monitoring accounts receivable & payable.
- Assist in preparing all accounts related work.
- Complete the task which would be assigned from time to time from the management.
- Preparing profit / loss, balance sheet, any accounting reports.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Finance	Southeast University	CGPA:2.64 out of 4	2014	-	GPA-2.64
Bachelor of Business Administration (BBA)	Marketing	Dhaka International University	CGPA:3.48 out of 4	2014	2005-2006	3.48
HSC	Business Studies	Rangpur Model College	CGPA:2.6 out of 5	2003	-	GPA-2.60
SSC	Science	Haragach High School, Rangpur.	First Division, Marks :60%	2000	1998-1999	1st Division

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
• Diploma in Computer Science. • Diploma in Mobile Engineering.	Diploma	BCE (Bangladesh Computer Education Bord)	Bangladesh	Rangpur	2013	06 month

Career and Application Information:

Looking For : Top Level Job
Available For : Full Time
Present Salary : Tk. 45000
Expected Salary : Tk. 25,000
Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
Preferred District : Rangpur
Preferred Country : Canada
Preferred Organization : Banks, Govt./ Semi Govt./ Autonomous body, NGO, Multinational Companies, Embassies/Foreign Consulate, Garments, Audit Firms /Tax Consultant, Group of Companies, Call Center, Cement Industry

Specialization:

• Diploma in Computer Science

Extra Curricular Activities:

Language Proficiency:

Language	Reading	Writing	Speaking
ENGLISH	High	High	High
BANGLA	High	High	High
HINDI	Medium	Medium	Medium

Personal Details :

Father"s Name : Md. Abdul Wadud
 Mother"s Name : Most. Amena Begum
 Date of Birth : September 1, 1985
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Bahar Kasna (Zummatari), P.O.: New Shahebgonj, P/S.: Kotwali,
 Dist. : Rangpur.
 Current Location : Rangpur

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Mohiuddin Ahmed	Md .Safiqul Islam
Organization	: Southeast Bank Ltd.	Sonic Prime Group, Rangpur
Designation	: Sr. Principal Officer	General Manager (Operation)
Address	: Bhulta, Gowchia, Rupgonj, Narayangonj.	Uttar Mominpur ,Sador ,Rangpur
Phone (Off.)	: -	-
Phone (Res.)	: -	-
Mobile	: +8801744-245584	01788-084468
EMail	:	shafiqislam8@gmail.com
Relation	: Professional	Family Friend