

Last Updated : **December 13, 2018**

MD. MAHEDI HASAN

Address: Mizan Tower, Hazi Nagar, Sarulia, Demra, Dhaka 1361
Home Phone: +8801553646939
Mobile : +8801717016939
email:mdmahedi@gmail.com, mahedi.ibaju@gmail.com



Career Objective:

To continue growing the leadership and knowledge, excellence in innovative application and would like to achieve extreme position in your esteem organization.

Career Summary:

4 Years experiances in finance & Accounts Secions. MBA (Major: Finance), CGPA 3.64 (out of 4.00) Eastern University & IBA- Jahangirnagar University.

Special Qualification:

Doing Job in Accounts & Finance Section.

Employment History:

Total Year of Experience : 9.8 Year(s)

1. Assistant Manager (Finance & Accounts) (January 1, 2015 - Continuing)

Expert Renewable Energy & Engineering Ltd.

Company Location : Dhaka

Department: Management

Duties/Responsibilities:

• Prepare, examine and analyze accounting records, financial statements and the financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.

• Prepare project cost & budget for decision making. Prepare working design and schedule of the project plan. Monitor, control and evaluate of the project works.

• Analyze business operations, trends, costs and revenues, financial commitments and obligations to project future revenues and expenses.

• Develop maintain and analyze budgets and preparing periodic reports that compare budgeted costs to actual costs.

• Maintain records and manage payments and receives from suppliers and buyers.

2. Assistant Manager (Accounts & Finance) (February 20, 2011 - December 31, 2014)

Al Hejab Textile Mills

Company Location : Dhaka

Department: Accounts & Finance

Duties/Responsibilities:

- â Prepared, examined and analyzed accounting records, Periodic Statements, financial statements.

- â Examined & Analyzed production costs, Inventories and maintained records and managed receivables and payable.

- â Prepared Cash budgets & Production budgets for decision making and compared budgeted costs to actual costs.

3. Accounts Officer (May 1, 2009 - January 31, 2011)**Archiana Technology**

Company Location : 32/8 KA, Tajmahal Rd, Block-C Mohammadpur,

Department: Accounts and Administration Department

Duties/Responsibilities:

- Maintaining office cash, preparing debit and credit vouchers,

- Preparing Income Statement, Balance Sheet and Bank reconciliation statements.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration	Finance & HRM	IBA, Jahangirnagar University	CGPA:3.25 out of 4	2017	2	-
ACCA	Accounting	ACCA Institute	Enrolled	2017	-	Completed F1, F2 and F3
Masters of Business Administration	Finance	Eastern University	CGPA:3.64 out of 4	2011	1 Year	-
Bachelor of Business Administration	Finance	Eastern University	CGPA:3.23 out of 4	2009	4 Years	-
HSC	Science	Amrita Lal Dey College, Barisal	CGPA:2.5 out of 5	2004	-	-
SSC	Science	Bawani High School, Dhaka	First Division, Marks :64.6%	1999	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	General Banking comprises of account opening, bills, clearing, cash and computer sections, Loan (Credit) section and Foreign Exchange (about L\C and Remittance) section.	Mercantile Bank Limited on Green Road Branch	Bangladesh	Dhaka	2009	3 Months

Professional Qualification:

Certification	Institute	Location	From	To
Tobacco Economics (Tobacco Control Movement)	Unnayan Shamannay	Dhaka, Bangladesh	December 22, 2008	February 10, 2009
Introduction to Journalism	University of Liberal Arts	Dhaka, Bangladesh	January 1, 2006	April 26, 2006
Web Design and Internet	University of Liberal Arts	Dhaka, Bangladesh	January 1, 2006	April 26, 2006

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 22,500
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Malaysia, Qatar, Saudi Arabia, Kuwait, Singapore, United Arab Emirates
 Preferred Organization Types : Banks, Insurance, Investment/Merchant Banking, Telecommunication, NGO, Trading or Export/Import, Multinational Companies, Market Research Firms, Textile, Buying House, Food (Packaged)/Beverage, Overseas Companies

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details :

Father's Name : Md. Mahabubul Alam
 Mother's Name : Mamtaj Begum
 Date of Birth : October 10, 1984
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Village: Timirkhati, Post : Timirkhati, Nalchhiti, Nalchity, Jhalokathi 8420
 Current Location : Dhaka

Reference (s):

Name : Muhammad Najmul Islam
 Organization : IBA, Jahanjirnagar University
 Designation : Associate Professor
 Address : Savar, Dhaka
 Phone (Off.) :
 Phone (Res.) :
 Mobile : 017116431626
 Email : bulbul_ju@yahoo.com
 Relation : Academic
