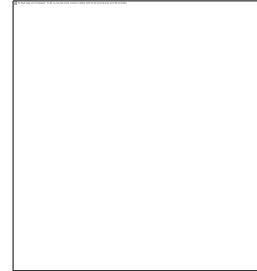


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **April 19, 2014**

MD. MEZANUR RAHMAN KHAN.

Address: Ka-54/B North Baridara Road, Gulshan, Dhaka.
Home Phone: 0821-761045
Office Phone : +88027914951
Mobile : 13138956295
email: mezankhan07@yahoo.com, mezankhan07@gmail.com



Career Objective:

Looking for a challenging and rewarding position in Financial Control or Accounting Department to meet my competencies, capabilities, skills, education and experience that will allow me to utilize and enhance my skills and abilities.

Special Qualification:

Knowledge about telecom industry (IGW), SAP ERP Software. Completed 500 marks out of 2000 CMAs (Cost and Management Accountants) at ICMAB BD.

Employment History:

Total Year of Experience : 8.8 Year(s)

1. Senior Billing Executive (February 1, 2013 - Continuing)

Bestec Telecom Ltd

Company Location : CORPORATE OFFICE : NAVANA TOWER (8th Floor), 45 Gu
Department: Billing

2. Account Executive (December 20, 2011 - February 27, 2013)

Inspire System

Company Location : House No- 37, Road No- 08, Nekaton, Gulshan.
Department: Accounts

Duties/Responsibilities:

- Bank Reconciliation.
- Client Account monitoring.
- Daily statement mismatch with client top-up using VOS and VNC server.
- Entry transaction in to Tally ERP-9.
- Submit Monthly financial reports about performance.

3. Assistant Manager HR & Accounts (March 1, 2011 - November 30, 2011)

IDS Bangladesh

Company Location : Iqbal Centre (5th floor) 42, Kamal Ataturk Avenue
Department: Accounts and Human Resource

Duties/Responsibilities:

Handling petty cash.
Manage day to day sale and purchase accounts of his/her assigned sub-division.

Present a review of the finance requirements and financial status of his/her sub-department to superiors.

Submit quarterly financial reports about performance.

Recruiting and staffing Employees.

Employee orientation, development, and training logistics and record keeping;

Company employee communication.

Compensation and benefits administration and record keeping.

Employee safety, welfare, wellness, and health reporting; and

Employee services.

Maintaining employee files and the HR filing system.

4. **Executive, Finance & Accounts (April 1, 2009 - November 30, 2010)**

Dhamrai Polymar Industry Ltd.

Company Location : Char Dautia, Kalampur, P.S.: Dhamrai, Dhaka.

Department: Accounts & Finance

Duties/Responsibilities:

Handling petty cash

Prepare salary and overtime of casual staff.

Allocate the expenses i.e. canteen, transport bills, tour bill etc. of employees.

Input different information in to the compensation software.

Prepare different reports using software.

Monitor Expenses and monthly account reports and Perform financial analysis.

Maintain all Financial Inventory records of Accounts Department.

Well acquainted with cost head identification & cost reduction strategy.

5. **Intern (January 1, 2009 - March 31, 2009)**

Standard Chartered Bank

Company Location : Standard Chartered Bank, Plot # 5/A, Motijheel C/A

Department: Customer service

Duties/Responsibilities:

Customer service

Credit card service

General Banking.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	American International University Bangladesh	CGPA:3.79 out of 4	2011	2 years	Graduated Cum Laude with CGPA 3.79 out of 4.00 in MBA
BBA	Finance	American International University Bangladesh	CGPA:3.08 out of 4	2009	4years	N/A
HSC	Science	Jalalabad Cantonment Public School and College, Sylhet	CGPA:2.9 out of 5	2003	2 years	N/A
SSC	Science	Sylhet govt pilot high school, Sylhet.	CGPA:3.5 out of 5	2001	2 years	N/A

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
MS Excel Workshop for Beginners		Department of Finance American International University Bangladesh.	Bangladesh	Dhaka	2011	1 day
Workshop on "Business Data Processing Using Microsoft Excel – Tips and Tricks"		Department of Accounting and Department of Finance AIUB	Bangladesh	Dhaka	2011	1 day
Workshop on "Learning Tally.ERP 9 – From Accounting to ERP"		Department of Accounting of AIUB with IPDP	Bangladesh	Dhaka	2011	1 day
Workshop on Competitive Advantage through Supply Chain.	Supply Chain	facilitated by Nakib Khan, Organized by bdjobs training.	Bangladesh	Dhaka	2010	1 day
SAP FI (Finance) Foundation Course		Facilitated by Mamunur Rahman, CISA, EEE, Organized by bdjobs training.	Bangladesh	Dhaka	2010	15 days
Effective Procurement for Organizational Competency.	Procurement	facilitated by Reza Md. Shehab, Organized by protomalo jobs.	Bangladesh	Dhaka	2010	1 day
Training on Basic course in photography		Shahjalal University photographer's Association	Bangladesh	Sylhet	2004	7 days

Professional Qualification:

Certification	Institute	Location	From	To
Cost and Management Accountancy	The Institute of Cost and Management Accountants of Bangladesh (ICMAB)	Dhaka	February 12, 2010	March 12, 2012

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 40000
 Expected Salary : Tk. 28,000

Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : China, Germany, United Kingdom, United States, Australia, Brazil, Canada, Egypt, France, United Arab Emirates
 Preferred Organization Types : Banks, Insurance, Investment/Merchant Banking, Manufacturing (FMCG), Govt./ Semi Govt./ Autonomous body, Multinational Companies, Embassies/Foreign Consulate, Buying House, Audit Firms /Tax Consultant, Hotel, Airline, Group of Companies

Specialization:

• Operating Systems: Windows 98, 2000, XP, VISTA and windows 7. • Application Software: Microsoft office package (Ms word, Ms Excel, Ms PowerPoint) • Attended "MS Excel Workshop for Beginners" organize by Department of Finance AIUB. • Attended Seminar on "Income Tax Planning & Online Tax Payment System for Better Compliance – Bangladesh Panorama" organize by Department of Accounting AIUB. • Attended Workshop on "Business Data Processing Using Microsoft Excel – Tips and Tricks" organize by Department of Accounting and Department of Finance AIUB • Attended Workshop on "Learning Tally.ERP 9 – From Accounting to ERP" organize by Department of Accounting of AIUB with Institute of Professional Development Programs (IPDP). • Attended training on Microsoft office package organize by ICMAB. • Attended training on SPSS organize by AIUB.

Extra Curricular Activities:

•Inter school Volleyball champion (Sylhet Division 2000). •Participated in Challenge of the longest beach 2007. •Inter AIUB Football champion 2007. •Member of Sylhet chamber of commerce and industry.

Language Proficiency:

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

Personal Details :

Father's Name : Late Md.Motiur Rahman Khan.
 Mother's Name : Rajia Khanom
 Date of Birth : February 8, 1985
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Muslim
 Permanent Address : Khan Complex, Nobarun 40/1,Sunarpara, Sylhet.
 Current Location : United States

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Rahat Shams	R.Tareque Moudud FCMA
Organization	: Standard Chartered Bank	American International University- Bangladesh.
Designation	: Cluster Head & BSSM	Director, Office of Placement and Alumni (OPA).
Address	: Plot # 5/A, Motijheel C/A, Dhaka	House # 58/B, Road # 21, Kemal Ataturk Avenue, Banani, Dhaka.
Phone (Off.)	: +88027174127	+88029890804,Ext-515

Phone (Res.)	: N/A	N/A
Mobile	: 01713001676	01712083701.
EMail	: shams@standardchartered.com	rtmoudud@aiub.edu
Relation	: Family Friend	Academic