

Last Updated : **May 28, 2014****MD. MONSUR HELAL**

Address: 125, (6th Floor), Bashir Uddin Road, Kalabagan, Dhaka-1206

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**Career Objective:**

Account Officer

Career Summary:

Title : Accounts office (Admin & Accounts)

Location : Microtach steel building & Construction Ltd.

House # 7 (5th Floor), Block # ka, Pisciculture Housing Society, Shyamoli, Dhaka-1207.

Duration :1st June, 2011 to till now.

Title : Executive (Admin & Accounts)

Location : Intimate Properties Ltd. House # 89/A (3rd Floor), Road # 8/A

Dhanmondi, Dhaka- 1209.

Mobile No: 01716-051686

Duration :1st June, 2008 to 31st December 2011.

Title : Executive (Admin & Accounts)

Employment History:**Total Year of Experience : 11.8 Year(s)****1. Account Officer (June 1, 2007 - Continuing)****Intimate Properties Ltd.**

Company Location : House # 89/A (3rd Floor), Road # 8/A, Dhanmondi, D

Department: Accounts

Duties/Responsibilities:

1. Accounts Department: Petty cash Maintenance, Voucher, Cass Book, Ledger Book, Trail Balance & Any Registered Book Maintenance.
2. Administration Department: File Processing, Drafting, Manpower Distribution, Office Disciplines Maintenance, Time Disciplines Maintenances, Employer Requirement Maintenance and Others.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Com	Commerce	National University	Second Class, Marks :56%	2002	2000-2001
HSC	Book Keeping, Mamagement, Economics & Islamicstadies.	Shabajpur Degree College, Lalmohon, Bhola.	Second Division, Marks :55%	2000	1995-1996
SSC	Arts.	Lalmohon Secondary High School.	Second Division, Marks :58%	1995	1993-1994

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Basic Computer Training:	MS word, MS Exchel, MS Excess, Powerpoint, Softwere Install, Photoshop, Illustrator & All Graphic Design.	Karmojhog Songshta,	Bangladesh	Shahbagh, Dhaka-1206	2002	6 Month

Professional Qualification:

Certification	Institute	Location	From	To
Bashic Accunting Sistem	Azizhalim Institute	Dhaka	January 1, 2000	December 1, 2003

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 17000
Expected Salary : Tk. 25,000
Preferred Job Category : Accounting/Finance, HR/Org. Development
Preferred District : Bhola, Dhaka
Preferred Country : Malaysia, Australia
Preferred Organization : Leasing, Event Management, Trading or Export/Import, Multinational Companies, Real Estate, Group of Companies, Packaging Industry, Garments Accessories

Language Proficiency:

Language	Reading	Writing	Speaking
Banguali	High	High	High
English	Medium	Medium	Medium

Personal Details :

Father"s Name : Late: Md. Mazimuddin
Mother"s Name : Mst. Halima Khanam
Date of Birth : December 2, 1980
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : House # 357, Road # Dackbanglo Road, Munshir Howla, 8nb Ward, P/O: Lalmohon Municipal state - 8330. P/S: Lalmohon, Dist: Bhola.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Nurul Alam Khan	Proff: M.A. Jaher
Organization	: Dhaka College.	Just International School & College
Designation	: Sr. Lecturer Physics Departme	Proffesor, English Department
Address	: Dhaka College, Dhaka.	Dhanmondi, Dhaka-1209.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01552-310563.	01615-228443.
EMail	:	
Relation	: Relative	Relative
