

Last Updated : **November 2, 2018**

## **MD. RASHIDUL ISLAM**

Address: 6th floor, House# 14, Road# 14, Block# C, Section# 10,  
Mirpur, Dhaka-1216  
Home Phone: 01845621046  
Mobile : 01723746407  
email:mrmiraj007@gmail.com



### **Career Objective:**

Accounts Officer

### **Employment History:**

**Total Year of Experience : 4.8 Year(s)**

#### **1. Finance & Accounts Sr. Executive ( September 18, 2016 - Continuing)**

##### **FedEx Express**

Company Location : Banani, Dhaka

Department: Finance , Accounts & Revenue

##### **Duties/Responsibilities:**

- a.CashPayment entry, BankPayment entry into ImpAct+ accounting software,
- b.Prepare Journal voucher & entered into ImpAct+ accounting software,
- c.Prepare salary statement, bonus statement, overtime statement & Provident fund calculating and entered ImpAct+ accounting software, d.Daily and monthly billing to the credit customers,
- e.Prepare a very advanced excell file with using variable formulas like v-lookup , if , true , false , pivot table etc to valid the informations,
- f.Prepare debit or credit note to adjusting the balance,
- g.Cash or cheque collection maintaining into ImpAct+ software,
- h.Answer the query of difference issues through Outlook web mail to the local & international customers,
- i.Delivery & Duty Paid (DDP) and Carrying & Forwarding (C&F) bill provide to the local & international clients and counterparts etc .

#### **2. HO-Executive Officer ( Accounts & Trade Finance) ( January 3, 2015 - August 31, 2016)**

##### **S M Group of Companies Ltd**

Company Location : SM Tower, House #14,Road#2,Sector #3, Uttara, Dhaka-1230.

Department: S M Spinning Mills Ltd

##### **Duties/Responsibilities:**

- a. Giving Journal Entries of Payment, Receipt, Contra & Journal Voucher in Troyee ( Accounting Software) ,
- b. Bills Prepare & Registering for Audit,
- c. Maintaining Suppliers Ledger,
- d. Executing Internal Audit,
- e. Daily Updated Various Bank Statements & USD accounts,
- f. Implementing Daily Bank Transactions,
- g. Parties / Suppliers Bill Paid,
- h. Prepare Salary Statement for the Employees etc.

#### **3. Survey ( December 1, 2012 - August 31, 2013)**

**NAVANA Pharmaceuticals Ltd**

Company Location : Shegunbagicha, Dhaka.

Department: Survey

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration (MBA)	Accounting	National University		2015	1 Year
BBA	Accounting	National University	CGPA:2.87 out of 4	2014	4 years
HSC	Science	Alimuddin Degree College, Hatibandha.	CGPA:3.7 out of 5	2010	2 years
SSC	Science	Barakhata High School	CGPA:4.63 out of 5	2008	2 years

**Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Present Salary : Tk. 22000  
Expected Salary : Tk. 0  
Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
Preferred District : Chattogram, Cox"s Bazar, Dhaka, Khulna, Rajshahi, Sylhet  
Preferred Country : Germany, Greenland, Italy, Japan, Australia, Canada,  
Colombia, Denmark, Egypt, France  
Preferred Organization : Banks, Event Management, Trading or Export/Import,  
Types Market Research Firms, Textile, Buying House, Travel Agent, Call Center, Spinning

**Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	High
Hindi	Low	Low	High
Bangla	High	High	High
Arabic	High	High	Medium

**Personal Details :**

Father"s Name : Md. Azizul Islam  
Mother"s Name : Most. Rashida Islam  
Date of Birth : February 1, 1992  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Village : Purbo-Sharodubi, Post Office : Milon Bazar, Police Station :  
Hatibandha, District : Lalmonirhat.  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Abu Reza Mohammad Mahmudul Haque Kollol	Md. Zahidul Islam
Organization	: Rangpur Medical College Hospital, Rangpur	Shohagi International
Designation	: Medicine Specialist	Sr. Executive Engineer
Address	: Tablig Mosque More, Station Road, Rangpur	East Nakhalpara, Tejgoan, Dhaka.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01711525714	01742742831
EMail	:	
Relation	: Family Friend	Family Friend

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