

Last Updated : **August 27, 2018**

## **MD. SHAFIQR RAHMAN**

Address: 50, Zigathola, Dhanmondi, Dhaka  
Home Phone: 01914474928  
Mobile : 01672438655  
email:shafiqnub2462@gmail.com, shafiqnub2462@hotmail.com



### **Career Objective:**

To build a career where I can best utilize my analytical, interpersonal, linguistic and computer knowledge.

### **Special Qualification:**

I am honest .

### **Employment History:**

**Total Year of Experience : 7.3 Year(s)**

#### **1. Senior Executive-Accounts & Finance ( July 1, 2013 - Continuing)**

##### **Next Spaces Limited ( Sister Concern of Impress Group )**

Company Location : 40,Shahid Tajuddin Ahmed Sarani, Tejgaon I/A ,Dhaka

Department: Accounts & Finance

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

• All types of Vouchers prepare & entry (Payment & Receipt voucher, Journal Vouchers, Contra Vouchers, Purchase voucher & Reversing Journal etc.) both in hard copy & Accounting Software (Tally ERP-9).

• Maintain Cash book and Day book on daily basis.

• Checking & reviewing all type of expenditure bills.

• Review and process all payments/ adjustments, receipt vouchers, petty cash etc.

• Financial Transaction recording properly both manual & software.

• Monitoring Accounts Receivable & Payable.

• Responsible for verifying, posting and adjusting various accounts, relating to subcontract bills and suppliers bills with proper and relevant documents.

• Cheque issue & record keeping.

• Prepare Bank Reconciliation statement by Tally software.

• Ensure and manage bank payments and cash & bank reconciliation.

• Dealing with Bank and to inform management about the position of cash & bank.

• Knowledge about VAT & Tax.

• L/C documentation.

• Preparing report on monthly, quarterly and yearly expenditure & revenue statement for the project.

• Prepare Monthly budget and others report.

• Working closely with my colleagues to ensure that duties run smoothly.

• Assisting the manager of Accounts & Finance.

• Complete the task, which would be assigned from time to time from the Management.

#### **2. Junior Executive-Accounts & Finance ( December 31, 2011 - June 30, 2013)**

**Merit Real Estate & Development Ltd**

Company Location : Purana Paltan,Dhaka

Department: Accounts

**Duties/Responsibilities:**

~ To prepare and post the day to day transaction in the accounting system in time.

~ Proper maintenance of voucher, cash book and ledger book on daily basis.

~ All type of expenditure bills checking.

~ Prepare monthly, quarterly and yearly expenditure statement for the project.

~ Dealing with Bank and to inform management about the position of cash &amp; bank.

~ Knowledge of VAT.

~ Prepare Bank Reconciliation Statement.

~ Cheque issue &amp; record keeping.

~ Cash Maintain on daily basis.

~ Any other task assigned by the management.

**3. Internship ( May 2, 2011 - July 31, 2011)****BRAC Bank Limited**

Company Location : Moghbazar Branch

Department: retail banking

**Duties/Responsibilities:**

Check book &amp; ATM card entry, Reconciliation, To see the loan disbursement process.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	Northern University Bangladesh	CGPA:3.79 out of 4	2013	1 year	Post Graduation
BBA	Finance	Northern University Bangladesh	CGPA:3.9 out of 4	2011	4 years	Graduation
HSC	Huminities	Comilla Victoria College	CGPA:3.5 out of 5	2007	2 years	Higher Secondary Certificate
SSC	Science	Chhatk Cement Factory High School	CGPA:3.44 out of 5	2003	-	Secondary School Certificate

**Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 38500
Expected Salary	: Tk. 20,000
Preferred Job Category	: Accounting/Finance, General Management/Admin
Preferred District	: Dhaka, Habiganj, MoulaviBazar, Sunamganj, Sylhet
Preferred Country	: United Kingdom, United States
Preferred Organization Types	: Banks, Leasing, Investment/Merchant Banking, Telecommunication, Multinational Companies, Real Estate, Cement Industry

**Specialization:****Extra Curricular Activities:**

Efficient in Microsoft Word, Excel, Power Point, SPSS (basic) and Internet Browsing. I know Tally Software of Accounting. I also know Factura Software, Money Software of Accounting.

**Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Md.Abdul Quddus  
 Mother"s Name : Hosne Ara Begum  
 Date of Birth : January 2, 1986  
 Gender : Male  
 Marital Status : Single  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill-Nowari, P.O.-Cement Factory, P.S.-Chhatak, Dist-Sunamgonj.  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Ms. Afia Akter	Md. Ruhul Amin
Organization	: Northern University Bangladesh	Northern University Bangladesh
Designation	: Senior Lecturer in Finance	Senior Lecturer in Finance
Address	: Dhanmondi,4/A	Dhanmondi,4/A
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01726244627	01716785006
EMail	: afia_t@yahoo.com	ruhulaminfin@yahoo.com
Relation	: Academic	Academic

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