

Applied For: **IT Executive (Sylhet)**

Last Updated : **April 22, 2018**

## MD KHALED SAIFULLAH

Address: Vill :Barighaguri,post:piarpur Bazar. P.S:Sador, Dist: Jamalpur  
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### **Career Objective:**

I am seeking a position that will enable me to contribute positively and looking for challenging professional growth that will provide me with the opportunity to apply my skill and knowledge.

### **Career Summary:**

Suitable For Accounts & Audit Related Jobs.

Area of experience:

- 1.Inventory Management
- 2.Financial & Non Financial Transaction.
- 3.Party Maintenance.

### **Special Qualification:**

- 1.Three years experience working in the Audit department.
- 2.Hard worker, quick learner & ability to assume responsibility.
- 3.Competent at managing responsibilities in high volume atmosphere.
- 4.Skilled at interacting with customers.

### **Employment History:**

**Total Year of Experience : 4.7 Year(s)**

#### **1. Executive - Internal Audit ( May 2, 2017 - Continuing)**

##### **Kazi Farms Group**

Company Location : Sreepur,Gazipur.

Department: Audit

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

Voucher Checking(Cash & Bank), Bank reconciliation statement checking,Supervise Activities, Post Audit of Different Business Unit, Report Making.casual salary sheet checking, making production cost statement,all operational activities etc.

#### **2. Sr. Executive-Audit ( March 15, 2014 - April 30, 2017)**

##### **Kazal Brothers limited**

Company Location : 24, Purana Palton-1000 ,37 Bangla Bazar ,Dhaka-1100

Department: Accounts & Finance

**Duties /Responsibilities:**

Auditing All Cash Voucher & Cash Book, Auditing Salary & Overtime Sheet, Auditing & Monitoring in side of finished goods(All Sales voucher & also communicate to party about that bill voucher). Auditing & monitoring companies all item receive. Works about transport system (Monitoring transport cost & reporting to my Assistant Manager). Auditing & maintaining companies wastage related all works & reporting to my Assistant Manager. Checking all item transfer (By crossing physical item with software ). Communicating to corporate office , to another audit team & to marketing sector-Party & marketing employees.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBS	Accounting	National University	First Class, Marks :62%	2011	1	Educational Knowledge & Academical Experience.
BBS (Hon	Accounting	National University	First Class, Marks :60%	2010	4	Educational Knowledge & Academical Experience.
HSC	Business Studies	Nasirabad Degree College. Mymensingh	CGPA:3.5 out of 5	2006	2	Educational Knowledge & Academical Experience.
SSC	Science	Piyarpur M.S.K High School. Jamalpur Sador	CGPA:3.25 out of 5	2003	2	Educational Knowledge & Academical Experience.

**Professional Qualification:**

Certification	Institute	Location	From	To
ICMAB	Institute of Cost & Management Accountant Of Bangladesh	Nelkhat	January 1, 2014	March 16, 2017

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
 Preferred District : Dhaka  
 Preferred Country : United States, Australia, Canada, Oman, Singapore  
 Preferred Organization Types : Banks, College, Multinational Companies, Public Relation Companies, Garments, Buying House, Audit Firms /Tax Consultant, Pharmaceuticals, Group of Companies

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Administration</li> <li>Admin</li> </ul>	Managing Power High

<ul style="list-style-type: none"> <li>Administrative/ Executive</li> </ul>	
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### **Extra Curricular Activities:**

I know Tally software, ERP -9,Excel,MS Office,Internet Etc.

### **Language Proficiency:**

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

### **Personal Details :**

Father's Name : Md Soruzzaman  
 Mother's Name : Amana Begum  
 Date of Birth : February 10, 1987  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill :Barighaguri,post:piarpur Bazar. P.S:Sador, Dist: Jamalpur  
 Current Location : Gazipur

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md Jamal Hossain Bhuiyan	Md Sazzad Hossain
Organization	: Govt. Bangla College, Dhaka	Fakir Group
Designation	: Associate Professor	Manager (Dying)
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Relation	: Academic	Relative