

Last Updated : **October 30, 2018**

## **MOHAMMAD NAYAMAT ULLAH KHAN RUMI**

Address: C/O Abdul Gani Khan, Road No # 17(C), Plot No # 21,  
Comfort Housing, Adabor, Mohammadpur, Dhaka #1207.  
Home Phone: 01681842981  
Mobile : 01752533446  
email:rumi.exclusive@gmail.com



### **Career Objective:**

Honesty is the best Policy and Industry is the pillar of Success. These two proverbs are my vision of life.

### **Career Summary:**

From My 2 Year (+) Job Experiences regarding Administration, Front Desk, Audit & Assurance the Following Area of Expertise has been achieved by me:- Acquired Job Skills:-  
1. Internal Audit 2. External Audit 3. Financial Accounts Preparation 4. Administrative Tasks  
5. Customer Service Acquired Attributes:- 1. Truthfulness 2. Honesty 3. Industry 4. Morality  
5. Endurance 6. Enthusiasm Acquired Corporate Skills:- 1. Motivation 2. Interaction 3.  
Pressure Absorbing 4. Exact Input & Output

### **Special Qualification:**

From My 2 Year (+) Job Experiences regarding Accounts, Administration, Audit & Assurance the Following Special Qualification has been achieved by me:- Bank Reconcile, Control/Subsidiary Ledger, Voucher, Bill, P/O, MR, GRR, L/C Documents etc.

### **Employment History:**

**Total Year of Experience : 2.5 Year(s)**

1. **Officer (Accounts) ( November 1, 2017 - Continuing)**

**Krishibid Group (Krishibid Farm Machinery & Automobiles Ltd.)**

Company Location : 801, Begum Rokeya Sarani, Kazipara, Mirpur, Dhaka-1212

Department: Accounts

**Duties/Responsibilities:**

Maintaining Whole Accounts 1. Payment to Vendors through Cheque issuing, 2. Issuing various cheque Like IOU to Employees, C&F Bill, L/C Opening 10% Margin deduction Purpose etc. 3. Bank Reconciliation 4. Posting Debit, Credit & Journal Voucher through Accounting Software 5. Making Sales Invoice 6. Reconciling Bank Liability Position 7. Making Monthly Bank Payment Schedule 8. Making Monthly Salary Sheet On MS Excel etc

2. **Executive (Audit & Assurance) ( August 1, 2016 - April 30, 2017)**

### **S.R Islam Co. & Chartered Accountant**

Company Location : 3B, Purana Paltan, Navana Mokhles Monarch Shopping Complex, (2nd Floor), Suit No-302 & 305

Department: Audit

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

Internal Audit, External Audit, A/C Preparation, Stock & Finished Goods Audit, Inventory Audit, VAT, TAX, Income Tax, RJSC, Fixed Assets & Costing etc.

The Following Project had been completed by me during my four months audit career:-

1. Rapa Plaza (Concern of Deshbandhu Group), Accounts Audit, base on the term of Receipt-Payments A/C.
2. Impress Newtex Composite Limited, (Concern of impress Group), Physical Stock Counting & Evaluation as (Grey Febrics, Garments, Yarn etc)
3. Impress Newtex Composite Limited, Working Process Audit, base on the term of back to back L/C
4. BT Limited, (YOKOHAMA Tyre Dealer) Physical Stock Counting & Evaluation
5. Dainik Ajkaler Khobor (A concern of Deshbandhu Group), Accounts Audit, the project is completed by me
6. Running work (Internal Audit of Deshbandhu Group) at Head Office, Banani
7. Income Tax Data Entry & Solutions.

### **3. Junior Executive (Front Desk) ( April 1, 2014 - September 30, 2014)**

#### **Virgo Media Limited (Channel 9)**

Company Location : 340, Tejgaon Industrial Area

Department: HR & Admin

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

Receiving calls, transferring calls, message collection and others chores administrative works.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance & Banking	Dhaka International University	CGPA:3.31 out of 4	2015	1 year	-
B.B.A	Finance & Banking	Dhaka International University	CGPA:3.83 out of 4	2014	4 Years	Vice Chancellor Award for Tremendous Result and Inter University Case Study Competition (2nd place)
HSC	Business Studies	Sheikh Borhanuddin Post Graduate College	CGPA:4.2 out of 5	2009	2 Years	Inter College Cricket Tournament: Highest Scorer ( Batting)
SSC	Science	BCSIR High School	CGPA:3.81 out of 5	2007	10 Years	Inter School Cricket Tournament: Man of the Match

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Basic of VAT	VDS, What is VAT, VAT deduction Process etc	Krishibid HR & Training Dept (Trainer- Dr. Abdur Rouf)	Bangladesh	Head Office Krishibid Group	2018	4 Hours
Proper Accounting Management	Basics of Accounts, Uniformity in Accounting Process, About IAS & IFRS, IAS-2 Explanation etc.	Krishibid HR & Training Dept.	Bangladesh	Head Office of Krishibid Group	2018	4 Hours
Microsoft Office Management (Word, Excel, Power Point & Outlook)	Microsoft Office Program 07, 10 & 13. Windows Operations 7, 8 and 10, Software management, Internet Operations ( E-Mail, Browsing, E-Communication etc.)	Creative IT Institute	Bangladesh	Momtaz Plaza (4th floor) Road#4 Dhanmondi Dhaka	2011	6 Months

### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 20000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Accounting/Finance, Media/Advertisement/Event Mgt.  
 Preferred District : Dhaka  
 India, Malaysia, Qatar, Saudi Arabia, Turkey, United  
 Preferred Country : Kingdom, United States, Egypt, Pakistan, United Arab Emirates  
 Preferred Organization : Banks, Advertising Agency, NGO, Newspaper/Magazine,  
 Types : Public Relation Companies, Hotel, Restaurant, Airline, Group of Companies, Tobacco, Automobile

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• MBA/ BBA</li> <li>• Accounts</li> <li>• Accounting Data Entry</li> <li>• Accounting</li> <li>• Finance</li> <li>• Financial/ Banking service</li> <li>• Administrative/ Executive</li> <li>• Receptionist/ Front Desk</li> </ul>	Journal & Ledger Posting, Ledger to Trial Balance, Income Statement, Cashflow & Equity Statement, Financial Position, Cash Voucher-Credit Voucher (Cash Receipt) Debit Voucher (Cash Payment) in terms of Journal Voucher, Bank Payment Voucher, Non-Cash or Transfer Voucher, Receipt-Payment Accounts, Depreciation Accounting for Fixed Assets, Invoice/Challan, Money Receipt, Bank Statement, Bank Statement Reconciliation, Procurement - Purchase Order, Approval, Store/ Purchase Requisition, Price Quotation, Material Receipt Report (MRR), Gate Receipt Report (GRR), L/C, Back to Back L/C, Profoma Invoice, Bill of Lading, Packing Lists etc. PABX, Front Desk, Embassy Calls, Administrative Tasks etc

### **Extra Curricular Activities:**

I worked as a volunteer in drug opposed & Anti-Smoking Road March organized by Prothom Alo Bondhu Sovha

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Md. Abdul Gani Khan  
 Mother"s Name : Late Hosneara Begum  
 Date of Birth : November 30, 1992  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam-Sunni  
 Permanent Address : C/O Abdul Gani Khan, Road No # 17(C), Plot No # 21, Comfort Housing, Adabor, Mohammadpur, Dhaka # 1207.  
 Current Location : Dhaka

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md. Azmir Hossain	Md. Minhaz Sahed Khan Rizve
Organization	: Dhaka International University	Leather Research Institute (LRI), BCSIR
Designation	: Assistant Professor	Accounts Officer Leather Research Institute (LRI), (BCSIR), Nayerhat, Savar, Dhaka.
Address	: 66 Green Road, Dhaka - 1205	HQ: Dr. Qudrat-E-Khuda Road, Dhanmondi, Dhaka-1205.
Phone (Off.)	: 9137568	7708574
Phone (Res.)	: No	No
Mobile	: 01915352491	01911695887
EMail	: azmirdu@gmail.com	sahed.khan@gmail.com
Relation	: Academic	Family Friend

---