

Last Updated : **May 26, 2018**

SAIFUL ISLAM

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Employment History:

Total Year of Experience : 6.8 Year(s)

1. Accounts Executive (January 1, 2017 - Continuing)

AMBIENT STEEL (BD) LTD (ASBRM)

Company Location : Barpa, Rupgonj, Narayangonj, Bangladesh.

Department: Accounts & Finance

Duties/Responsibilities:

Liaison with all Maintain Cash & Ledger Book, Checked Bill voucher, Reconcile Bank Balance with Financiers

To ensure maintenance of daily Cash Book/Cash Ledger and Connected Documents.

Prepares Cash, Bank, journal Voucher & asset, liability, and capital account entries by compiling and analyzing account information.

To Handle Cash Receipts & Disbursement

To Maintain Group of Accounts ,

To Maintain Individuals Accounts Received collection from customer over Phone & deposit slip by the mail than maintain registered to confirm by the Bank

Recommends financial actions by analyzing accounting options.

Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

Substantiates financial transactions by auditing documents.

Maintains accounting controls by preparing and recommending policies and procedures.

Guides accounting clerical staff by coordinating activities and answering questions.

Examine statements to ensure accuracy

To ensure timely payment of all Govt. Dues, Agent/Suppliers payments, Bank

Installments, Staff Salaries, Utility bills and any other payments.

2. Corporate Manager (February 1, 2015 - Continuing)

Dresdner Polymer & Additives Corporation

Company Location : Baridhara DOHS, Gulshan

Department: Corporate Manager

Duties/Responsibilities:

Accounting & Finance

3. territory officer (January 1, 2014 - January 1, 2015)

Akiz Corporation limited

Company Location : Narayangonj

Department: territory officer

Duties/Responsibilities:

Customer support, Marketing, Product Promotion, Sales.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Masters of Business Administration (M.B.A)	Finance	Asian University of Bangladesh	CGPA:3.62 out of 4	2014
Bachelor of Business Administration (B.B.A)	Finance	Asian University of Bangladesh	CGPA:3.61 out of 4	2013
HSC	Commerce	Altaf Golondaz collage	CGPA:3 out of 5	2008
SSC	Science	Gafargaon Islamia Govt High school	CGPA:3.56 out of 5	2006

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship of BBA & MBA	Department of General Banking	Uttara Bank limited	bangladesh	Tongi, Gazipur	2013	6 Month

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 18,000
 Preferred Job Category : Accounting/Finance, Peon
 Preferred District :
 Preferred Organization :
 Types

Language Proficiency:

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

Personal Details :

Father"s Name : Safiqul Islam
 Mother"s Name : Parven Akter
 Date of Birth : January 1, 1992
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Ragaichoti, Post: Gafargaon: District: Mymenshingh
 Current Location : Dhaka

Reference (s):

Name : Mr.S K Azizul Kobir
 Organization : Uttara Bank Ltd.
 Designation : Senior Principle Officer
 Address : Officer Uttara Bank Ltd. Tongi Branch, Gazipur Cell. 01711-377449
 Phone (Off.) :
 Phone (Res.) : 01711-377449
 Mobile : 01711-377449
 Email :
 Relation : Professional

