

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

Last Updated : **October 16, 2018**

SAJIB UDDIN

Address: H:-B/25, BCSIR (Residential Areas), Dhaka:-1205
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Career Objective:

To lead a challenging career to serve, motivate and manage people with honesty and humanity and also be energetic sincere in my activities and be part of term that helps to achieve the organization success.

Career Summary:

I have gathered vast knowledge about different level of organizations.

Employment History:

Total Year of Experience : 3.5 Year(s)

1. Admin & Accounts officer (January 20, 2018 - Continuing)

Resource Integration Centre (RIC)

Company Location : House # 20 (new), Road # 11 (new) Dhanmondi R/A, Dhaka-1209.Project Office -Ukhiya,Cox` s Bazar.

Department: Enhancing Food Security & Nutrition (EFSN)

Duties /Responsibilities:

- To prepare daily receipts and payment vouchers journal vouchers of project related expenses.
- To prepare the staff salary sheet of the project
- Maintaining Cash book, bank book , General ledger, subsidiary ledger and other required register.
- To prepare the monthly bank reconciliation statement.
- Prepare the periodic Budget Monitoring report.
- To prepare fund requisition and collect fund
- To maintain the fixed assets register both for assets & stores of the project.
- Prepare the accurate and complete reporting as per donor requirement
- Prepare the financial statement of the project.
- General knowledge in VAT and Tax as per Government Rules.
- Prepare Monthly distribution Reports –CPDR, CPDR Summary, Absents list, Next Month distribution Plan.
- Plan and organize administrative activities, establish procedure, practice and work method to increase work effectiveness & efficiency.
- Responsible for recruitment & selection, placement, attendance & salary administration, compensation & benefits, leave management, HR administration, fire, health & safety management and etc.
- To implement HR politics, guidelines for establishing smooth HR & Admin operation within the

company.

- Taking disciplinary action and handling grievance issues.
- To improve workers and management relationship, communication with workers & staff and safeguard and facility.
- Preparation/issue office note, memo. office order & circular in respect of HR & Administrative issues.

2. **Accounts Officer (December 1, 2015 - January 10, 2018)**

Paramount Accessories Ltd.

Company Location : Road No. 26, House No. 13, Section-7, Uttara, Dhaka-1230.

Department: Accounts

Duties / Responsibilities:

- Maintain cash & bank book, general ledger book, party ledger book, Advance Register and other relevant registers.
- Preparation of all vouchers.
- Maintain Purchase and Sales registers.
- Closing of cash and bank transactions at the end of each day.
- Prepare daily voucher and posted in cash book through software.
- Maintain accurate accounting system, including computer data entry and paper file system.
- Preparation of Salary Sheet.
- Monthly bank statement reconciliation.
- Banking and L/C related jobs.
- Preparation of monthly receipts & payments statement.
- To prepare financial statement (monthly, quarterly, half-yearly, yearly) and other reports/statements of the Company meet the statutory & regulatory requirement and to address the demand of the management.
- Provide necessary finance data/information to the Management as needed.
- Ensure properly and timely record keeping of books of accounts.
- Ensure cash voucher/bank voucher with supporting papers are prepared properly.
- Stock reconciliation and MIS report for management.
- Responsible for procurement and supplier payment management.
- Recording accounting data through accounting software (Tally.ERP9).
- Knowledge on Tax &Vat.
- Any other task assigned by the Authority.

3. **Assistant Relationship officer (ARO) (February 2, 2015 - July 10, 2015)**

Bank Asia LTD

Company Location : Rangs Tower(2nd to 6th Floor) 68,Purana Paltan Dhaka-1000.

Department: Cards Department

Duties / Responsibilities:

- Achieve individual target on daily, weekly & monthly basis set by respective Sales Team Manager.
- Collect and complete applications with all required documents on daily basis from good and prospective clients.
- Prepare call report on daily, weekly & monthly basis and submit to Sales Team Manager regularly.
- Ensure proper filling up of application forms by clients.
- Ensure collection of all documents from the respective clients only and also concerned regarding the authentication of those documents.
- Ensure proper service provided to each and every customers as par bank policy.

4. **Intern (May 18, 2014 - August 21, 2014)**

Janata Bank LTD.

Company Location : Rayer Bazar Brance

Department: General Banking

Duties / Responsibilities:

open account,Bill collection,loan

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance & Banking	Dhaka International University	CGPA:3.31 out of 4	2016	1	2016
BBA	Finance & Banking	Dhaka International University	CGPA:3.59 out of 4	2014	4 years	2014
HSC	Business studies	Raja pur college	CGPA:3.3 out of 5	2010	2	2010
SSC	Business studies	Sindurpur Khaja Ahmed Biddaya Niketon	CGPA:3.19 out of 5	2008	2	2008

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Export and Import business	IRC * ERC * Bank Account * TIN Certificate * Certificate of Chambers of Commerce,* (PI) * (L/C) * Packing list/Invoice/ B/L copy * Certificate of origin * Bill of exchange,	Export Import Bd	Bangladesh	Flat-B4, House-40, Road-25, Gulshan-1,	2017	5 days
Tally.ERP9	Accounting-Inventory and payroll Management Software .	STM Vision infotech Ltd	Bangladesh	196,Green Road,Dhaka-1205	2016	2 months
Office Management	Operating Systems : Windows, 2007. Special Exposure : MS Word, MS Excel, Ms Access, PowerPoint, Internet Browsing. Multi-Media.	Bijoy Computer Training Institute	Bangladesh	Dhaka	2013	6 months

Professional Qualification:

Certification	Institute	Location	From	To
Professional Levels	The Institute of cost & Management Accountants of Bangladesh	ICMA Bhaban,Nilkhet,Dhaka-1205.Bangladesh	October 1, 2017	March 28, 2018

Career and Application Information:

Looking For : Entry Level Job

Available For : Full Time
 Present Salary : Tk. 40000
 Expected Salary : Tk. 18,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, Garments/Textile
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : American Samoa, China, India, Lebanon, Malaysia, Saudi Arabia, Australia, Canada
 Preferred Organization Types : Banks, Govt./ Semi Govt./ Autonomous body, Public Relation Companies, Engineering Firms, Hospital, Hotel, Group of Companies, Chemical Industries, Call Center, Cement Industry, Jute Goods/ Jute Yarn, Garments Accessories

Extra Curricular Activities:

☞ Like to read books & travel. ☞ Watching movies. ☞ Playing Cricket (2nd division). ☞ Participation in debate & general knowledge competitions. ☞ Participation of Social Business academy ☞ Participation of Training Bangladesh Ansar & Village Defence Party

Language Proficiency:

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

Personal Details :

Father's Name : Shahab uddin
 Mother's Name : Momotaj begum
 Date of Birth : January 1, 1992
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Sattaypur, Post: Rajapur, P.s: Dagonbhuiyan, Dist: Feni.
 Current Location : Dhaka

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>	
Name	: Mashudur Rahaman	Md.Imranul Hoque	
Organization	: IFRD.BCSIR	Bangladesh Betar	
Designation	: Senior Scientific Officer	Assistant Director (Program)	
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Relation	: Relative	Relative	