

CURRICULUM VITAE

OF

Shiek Monzul-Al-Amin

Mobile No: 01745-346580

Email: sheikhmonzul93@gmail.com



Career Objective:

I am energetic hard working and I can work under pressure. For this I am looking for Suitable job position where nice working environment decision making opportunities qualities and good career are assured. Willing to take any challenging job in any reputed organization.

Special Qualification:

Can quickly understand and evaluate complex information. Able to connect with customers to build loyalty. Proficiency with MS Office suite, especially in Excel. Accurate and precise Administrative, Vat & Tax skills. Highest standards of accounting accuracy and precision.

Current Working:

- I have working at Dr. Fazlul Haque Colorectal Hospital (Finance & Accounts) Officer (Vat &Tax)" from 5th May 2024 to now.
Office Address: Sathmoshjid Road, Dhanmondi, Dhaka-1209

Masters of Business Study (MBS):

Name of Institution	:	Govt. Azizul Haque College, Bogura.
University	:	National University
Subject	:	Accounting
Result	:	2 nd Class
Year of Passing	:	2013 (Held in 2016)

Bachelor of Business Study (BBS):

Name of Institution	:	Syed Ahmed College, Bogura.
University	:	National University
Subject	:	Accounting
Result	:	2 nd Class
Year of Passing	:	2012(Held in 2014)

Higher Secondary Certificate (H.S.C):

Name of Institution	:	Armd Police Batalion Public School & College, Bogura.
Group	:	Business Studies
Board	:	Rajshahi
Results	:	4.20
Year of Passing	:	2008

Secondary School Certificate (S.S.C):

Name of Institution : Nishindara Fakir Uddin School & College, Bogura.
Group : Science
Board : Rajshahi
Results : 3.56
Year of Passing : 2006

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer application training course	MS Word, MS Excel, Power Point & Internet Browsing etc.	Bureau Of Manpower Employment and Training.	Bangladesh	Bogura	2013	6 Month

Field of Specialization:

Administrative Skilled	Manage the day-to-day operations of the office, including scheduling meetings and appointments, organizing files and handling correspondence. Prepare reports, presentations, and other documents for the Chief (Finance & Accounts) as required. Maintain a safe and secure working environment by ensuring compliance & organize and maintain the office filing system, including electronic and hard copy documents. Arranged various schedule meeting & Prepare meeting regulations & up-to-date FDR Statement. Agriculture, Mill-factories, Trade license, Cold-Storage, Fire services, Land, supplier & verify type of license Renew for organizations.
Skilled on Vat and Tax	Calculate & determine Vat-Tax into the Bill, Prepared online automated invoice & submitted to Bank. Given Vat-Tax related Information to various Company. Ensure accurate and timely preparation, filing, and payment of VAT returns & Tax return. Collaborate with relevant teams to gather necessary information for VAT reporting. Maintain organized and up-to-date records of all VAT and TAX-related transactions. Prepare documentation for audits and collaborate with auditors as needed.
Banking	Prepare bank signatory change note, Bank transaction stop payment note, LC related note, foreign currency related note, FDR maturity note. Draw out bank statement & salary advice submitted to the bank.
Budgeting	Make ready financial year budget for the organization.
Financial Reporting	Strong monthly & yearly financial reporting ability.
Financial Analytical	Prepare budgeted variance report (BVR) & Financial analytical report form numerous financial reports.
Accounting Data Entry	Cash ledger book maintain & Posting to ERP Software. Prepare income statement & salary sheet, Balance sheet & bank reconciliation.
Cash Handling	Cash receive from customer & cash bill payment, get ready to cash flow statement & submitted cash balance to authority. Handles all loan disbursement-related correspondence & posting to ERP Software.
Billing	Identifies and verified all kind of billing problems and recommends solutions to problems and implements recommendations. Assists in identifying, developing, testing modifications, improvement & communicate with various Companies.

Professional Experience:

Serial No.	Organization Name	Designation	Location	From	To	Duration
1.	TMSS	Accounts Officer	Rangpur Road Thangamara, Bogura	01-01-2018	30-12-2018	01 year
2.	Shah Sultan Group	Chief Accounts Officer	Razabazar, Borogola, Bogura	01-09-2021	01-12-2022	01 year 3 month
3.	TMSS Grand Health Sector(F&A)	Vat-Tax & Admin (SBM)	Rangpur Road Thangamara, Bogura	03-12-2022	03-05-24	01 year 5 month
4.	Dr. Fazlul Haque Colorectal Hospital	Officer (Vat&Tax)	Sathmoshjid Road, Dhanmondi, Dhaka - 1209	05-05-2024	Till now	2 month
Total Professional Experience:						3 year 10 month

Language Proficiency:

Language	Reading	Writing	Speaking
Bangle	Excellent	Excellent	Excellent
English	Good	Good	Good

Personal Information:

Name : Sheik Monzul-Al-Amin

Father's Name : Md. Harun-Al- Rashid

Mother's Name : Mst. Monzuara Begum

Permanent Address : Village: Nishindara Karbala, P.O: Bogura-5800
P.S: Bogura Sadar, Dist: Bogura

Date of Birth : 10/11/1991

Sex : Male.

Religion : Islam

Marital Status : Unmarried.

National Id No : 9115556079

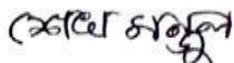
Nationality : Bangladeshi

Reference:

<u>Reference-1:</u>	<u>Reference-2:</u>
Name: MD. Merajur Rahman	Name: Md. Aminul Islam
Organization: Tanin Group	Organization: TMSS Grand Health Sector
Designation: AGM	Designation: Deputy Director & Chief, Finance & Accounts
Address: Mirpur, Dhaka	Address: TMSS Grand Health Sector, (TGHS), TMSS, Bogura, Bangladesh.
Mobile: +8801716181436	Mobile: +88 01713377308
E-mail: mdmerajur@gmail.com	E-mail: aminulislam23@gmail.com
Relation: Professional	Relation: Professional

Declaration:

I hereby declare that the above statements are correct and complete to the best of my knowledge.



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Signature of Applicant

Date: 07-07-2024