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TAREKUZZAMAN

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Career Objective:

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

Employment History:

Total Year of Experience : 3.0 Year(s)

1. **Finance Auditor (February 1, 2016 - Continuing)**

Standard Group

Company Location : Jarun, Konabari, Gazipur Sadar, Gazipur

Department: Audit

Duties/Responsibilities:

- Pre-audit all daily bills, Cash closing at end of the day with physical cash counting and monthly financial statements with checking of cash book, ledger, sub-ledger. Cross checking with head office remittance for cash reconciliation. Ensure the flawless deduction procedure of Advance;
- Checking salary sheet, pay slip, piece rate, OT, bonus sheet, increment sheet, maternity bill, Holiday, Incentive Allowance, final settlement bills of outgoing employees in case of separation of services etc;
- Scrutinizing all the transport, gas, fuel etc bills and vouchers (including shipment);
- Checking of medical investigation & medicine bill;
- Checking all the material & bills of civil department. Checking of wastage & garbage, stock lot etc;
- Analysis of production productivity (Sweater or woven);
- Gate pass surveillance/Spare parts Surveillance/Medicine Surveillance once in a week;
- Any kind of indent approval with checking of actual closing stock of procured material;
- Ensure all the procured items with the checking of quantity & price. Post audit of all the bills/vouchers submitted by purchase officers;
- Auditing the indents prepared by stores and signing of the indents;
- Daily checking of store operation either received of issue or transfer and physical inventory, scrutinizing & cross checking the MM Software;
- To establish proper Internal Control System as per required by the management;
- To identify and kind of manipulation, falsification/alteration of records, misappropriation of assets, suppression/omission of the effects of transaction from records, recording/transactions without substance, misapplication of accounting policies in the accounting records etc. and give independent, honest and unbiased opinion;
- To ensure ongoing continuous development process regarding performance, working procedure, efficiency level of subordinate and over all activities of the department;
- Establish one stop service to avoid lengthy process, complexity and waste time;
- Maintain departmental and company secrecy for the interest of Company;
- To perform any other tasks as and when assigned by authority;
- Act as a bridge between management and local bodies to settle more easily;
- Monitoring audit activities in absent of reporting officer;

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BBA (Hon`s)	Accounting	National University	CGPA:2.51 out of 4	2015	4
HSC	Business Studies	Rajshahi Board	CGPA:3.4 out of 5	2009	-
SSC	Business Studies	Rajshahi Board	CGPA:3.25 out of 5	2007	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
QCM under Bangladesh Bank	Garment Management	UCEP	Bangladesh	Mirpur, Dhaka, Bangladesh	2016	3 Mounths
MS Office	MS word, excel, outlook, power point, access, database, journal, publication, graphics, design, development).	Bangladesh Korean Technical Institute	Bangladesh	Mirpur, Dhaka, Bangladesh	2016	6 Mounth

Professional Qualification:

Certification	Institute	Location	From	To
Finance Auditor	Standard Group LTD	Jarun, Konabari, Gazipur Sadar, Gazipur	February 1, 2016	October 20, 2018

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 20000
 Expected Salary : Tk. 25,000
 Preferred Job Category : Accounting/Finance
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization :
 Types

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Abdul Aziz
 Mother"s Name : Mrs. Taslima Khatun
 Date of Birth : November 10, 1990
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Chor Natipara, Chor Natipara-6710, , Sirajgonj., Kazipur, Kazipur, Sirajganj 6710
 Current Location : Dhaka
