

## CURRICULUM VITAE



### Personal Details

Name :- Mohammed Ezaz  
Father's Name:- Late. Mohammed Saleh  
Mother's Name:- Late. Sayeeda Begum  
Date of Birth:- 04 September, 1967.  
Nationality :- Bangladeshi by birth.  
Religion :- Islam  
Married Status:- Married  
Languages Known:- English, Arabic, Hindi.  
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Road # 11, Kallyanpur, Dhaka-1207.  
Email:- mohammedezaz2012@hotmail.com  
Interest:- Traveling, Listening Music.  
Ambition:- To reach the pinnacle success in life and career through hard work.

Educational Qualification  
M.Com Passed From Dhaka University in 1989  
( Marketing )  
B.com Passed From Dhaka University in 1987.  
H.S.C. Passed From Government Titumir College in 1984.  
S.S.C. Passed From Khilgaon Government School in 1982.

### Working Experience

Name of organization	Designation	Duration	Responsibility
BIN DAWEED SUPER STORES, Jeddah, Saudi Arabia	Accountant	1 <sup>st</sup> October, 2017 to October, 2018	<ul style="list-style-type: none"><li>• Prepare monthly financial statement such as balance sheet , income and cash flow statement</li><li>• Analyze and reconcile general ledger accounts on monthly basis.</li><li>• Assist with the preparation of annual operating budgets and reforecast process and perform variance analysis.</li><li>• Report sale taxes all states.</li></ul>

<b>Name of organization</b>	<b>Designation</b>	<b>Duration</b>	<b>Responsibility</b>
ABU JADAWAL CO Jeddah , Saudi Arabia	As an Accountant and Financial adviser	15 <sup>th</sup> May 2017 to September 2017.	<ul style="list-style-type: none"> <li>• Maintained accounting records by daily routine calculating and verifying.</li> <li>• Preparing monthly sundry debtors and creditors report.</li> <li>• Preparing monthly trial balance, income &amp; expenditure a/c &amp; balance sheet.</li> <li>• Develop financial plans for clients; determine income, expenses, tax status, insurance coverage, risk tolerance and financial objective to provide a basis for each plan.</li> <li>• Provide guidance and answer client questions regarding financial plan.</li> </ul>

<b>Name of organization</b>	<b>Designation</b>	<b>Duration</b>	<b>Responsibility</b>
Leather Garments, Jeddah , Saudi Arabia	As an Accounted cum sales executive	1997 to April 2017	<ul style="list-style-type: none"> <li>• Maintaining books of Accounts, Passing Sales/ purchase entries, preparing daily cash and cheque collection statement.</li> <li>• Preparing monthly sundry debtors and creditors report.</li> <li>• Preparing monthly trial balance and income and expenditure report.</li> <li>• Handling with supplier and other parties.</li> <li>• 5) Preparing quotation for sales.</li> </ul>

<b>Name of organization</b>	<b>Designation</b>	<b>Duration</b>	<b>Responsibility</b>
Phoenix Insurance Co. Ltd. Dhaka,	as an Accountant Cum Sales	1989 to 1996.	<ul style="list-style-type: none"> <li>• Maintaining books of Accounts.</li> <li>• Passing Sales/purchase</li> </ul>

Bangladesh	Officer		entries <ul style="list-style-type: none"> <li>• Preparing daily cash/ cheque collection statement in excel.</li> <li>• Bank Reconciliation on daily basis.</li> <li>• Maintaining passing receipt and payment entries in Tally.</li> <li>• Maintaining petty cash.</li> <li>• Handling Software of Data World.</li> <li>• Coordinating with parties.</li> <li>• Maintain Excel Shit purchase &amp; Sales parties.</li> </ul>
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### **Professional Qualifications**

- 1) Comprehensive understanding of finance and accounting processes.
- 2) Excellent pc skills and extensive spreadsheet skills.
- 3) Experienced in usage and development of Complex systems for financial managemant.
- 4) Experienced in usage of Tally ERP 9.
- 5) Excellent leadership and supervisory skills.
- 6) In-depth knowledge of pricing and costing principles and their usage.
- 7) Proven ability of expressing technical and complex issues both in writing and orally.

### **Key Skills**

- 1) Proven System analysis skills to determine optimal operations condition and environments.
- 2) Exceptional mathematical responding skills to utilize methods and formulas to solve problems.
- 3) Great computer skills to set up functions, process information and enter data.
- 4) Efficient processing skills to compile, categorize, calculate, audit and verify information.

- 5) Likeable personality that allows me to work well with peers, supervisors and clients
- 6) Understood and developed knowledge of key areas assigned tasks and wrote procedures.
- 7) Developed internal auditing system of procedures and controls.
- 8) Skill of oversight and took ownership of all accounts payable, receivable and payroll functions.
- 9) Exercise independent judgment with a high level of confidentiality during key personnel changes.
- 10) Ability to verify accuracy of new information system generated reports by comparing with raw database information.

### **Declaration**

**I hereby declare that all the information mentioned are true to best of my knowledge and belief and nothing incorrect.**

Thanking you in anticipation of your favorable response.

Your thanks and best regards

Mohammed Ezaz