

Last Updated : **November 5, 2017**

## **MD JONAYED**

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### **Career Objective:**

i would like to build up and flourish career in any customer interrelated environment of any well recognized Multinational or Local Company .

### **Employment History:**

**Total Year of Experience : 3.5 Year(s)**

**1. Executive ( May 7, 2016 - August 23, 2017)**

**AK Khan Waterhealth Bangladesh LtdAK Khan Waterhealth Bangladesh Ltd**

Company Location : Ambagan,batalihills,Chittagong

Department: Accounts & finance with ( Recovery)

**Duties/Responsibilities:**

Recovery ,Ensure monthly revenue recognition by reconciliation of production, finished goods inventory and invoices.

Daily posting the transaction on ERP and preparing journal voucher & Bank payment voucher.

Maintaining VAT Current Accounts.

**2. jr.Executive ( February 3, 2015 - April 5, 2016)**

**AK Khan Waterhealth Bangladesh Ltd**

Company Location : Ambagan,batalihills,Chittagong

Department: sales & marketing

**Duties/Responsibilities:**

To generat sales reporting through internal ERP system & maximize unit wise sales achievement.

Monitoring & coordinating the activities of rhe sales with supervisor & distributors regularly.

To prepare monthly, quarterly & yearly sales target coordinate with manager.

Executing to all marketing & sales activities according the plan of the company & following up all market dues.

**3. jr executive ( March 1, 2013 - April 1, 2014)**

**Mimha Holding Ltd.**

Company Location : sugonda, chittagong

Department: Finance &amp; accounts

**Duties/Responsibilities:**

Check daily expenditures, vouchers, requisition and daily transaction. Maintain all account books register etc. prepare all the vouchers, requisition slip & bill. Reconcile the Bank accounts. check receive vouchers, payment voucher,journal maintaining by accounta software.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master`s of Business studies (MBS)	Accounting	Government Haji Mohammad mohsin college	Second Class	2016	2 year
Master of Business Administration (MBA)	Finance & Banking	International Islamic University, Chittagong	CGPA:3.1 out of 4	2015	2years
Bachelor of Business Studies(BBS pass)	Business Studies	National University	Second Class, Marks :60%	2013	3years
HSC	Business Studies	Nazirhat College	CGPA:3.7 out of 5	2008	2years
SSC	Business Studies	Doulatpur A.B.C High School	CGPA:3.31 out of 5	2006	2years

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Tally	Accounts	Tally markpro solution	Bangladesh	Chittagong	2017	3 month
ERP	Accounts	Ak Khan Waterhealth (BD) Ltd	Bangladesh	Chittagong	2017	3 hours
Banking training	General Banking Activities & Clearing	Mutual Trust Bank Ltd.	Bangladesh	Nazirhat ,fatickchari Chittagong	2015	5month

**Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 15000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Accounting/Finance, Garments/Textile, Marketing/Sales  
 Preferred District : Chattogram  
 Preferred Organization : Multinational Companies  
 Types

**Language Proficiency:**

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

**Personal Details :**

Father"s Name : Johur Ahmed  
Mother"s Name : Rabeya Begum  
Date of Birth : June 20, 1988  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : C/O:sofiul Azam Bari, Vill:Babunogor, P/O:Nazirhat, P/S: Fatikchari,  
distric: Chittagong.  
Current Location : Chattogram

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	Mosabbar Hossain Mohammed(Rajib)	A.K Zahed Chowdhury
Organization	Department of Environment	A K Khan& Company Ltd.
Designation	Assistant Director (Technical)	AGM
Address	Brahmanbaria,Dhaka	Ambagan,Batalihills,Chittagong.
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Relation	: Relative	Professional

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