

RESUME OF KHURSHID

Md. Khurshidul Alam

Mailing Address:

17/B, Avenue-5, 2nd Floor,

Mirpur-6, Dhaka.

Mobile: 01926-837-463

Email: pavelkh87@gmail.com

LinkedIn : <https://www.linkedin.com/in/khurshid-pavel-12798104>



Career Objective

Intention to work challenging and competitive environment where logic, responsibility and commitment required, I would like to know and apply knowledge in practical sector and boost up my career through dedicating myself into my job. If I would get opportunity for the job, obviously I will show my best performance with professional tendency.

Professional Qualification

Foundational Level has been completed and Professional Level-1 & 2 (Session January to June 2014) is running and completed 1000 Marks, from **Institute of Cost and Management Accountants of Bangladesh (ICMAB)**, Dhaka, Bangladesh.

Fields of Specialization

- Accounting
- Budgetary Control
- Finance and Banking
- Financial Research
- Economic Research
- Cost & Management Accounting
- Market/Consumer Research
- Auditing
- Cost Controlling

Experiences

Company : SHAMSUL ALAMIN GROUP.

Department : Group Accounts & Finance

Position : Executive

Tenure : 1st November 2019 – Continuing

Duties/Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains Party Payment.
- Salary Sheet Making.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Project wise Capital Funding And Requisition Maintaining.
- Pays employees by calculating pay; distributing checks; maintaining records.

Company : ZAS APPARELS (Pvt.) Limited.

Department : Accounts & Audit
Position : Sr. Officer.- Accounts & Audit
Tenure : 1st October 2018 – 30th October 2019

Duties/Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Pays employees by calculating pay; distributing checks; maintaining records.

Company : LOTTO BANGLADESH , EXPRESS LEATHER PRODUCTS LTD.

Department : Finance & Accounts
Position : Area Accounts Officer
Tenure : 1st April 2018 – 30th August 2018

Duties/Responsibilities:

- Taking Inventory Audit on every outlet.
- Taking Cash Audit on every outlet.
- Discount Check on every outlet.
- Fixed Assets Addition and Movement Report.
- Submission of Quality Report (Reasons of shortage, stock deficiency, other observation with every audit report).
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.

Company : RMS INTERNATIONAL LTD.

Department : Accounts
Position : Assistance Accountant
Tenure : 22th May 2014 –31th December 2016

Duties/Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Pays employees by calculating pay; distributing checks; maintaining records.

Training Summary:

Basic Computer	Dept. of Accounting Dhaka College, Dhaka	01-06-2011 to 31-12-2011.	Ms Word, Ms Excel , Ms PowerPoint
Tally ERP 9 Software	ICMAB	01-07-17 to 31-07-17	Basic & Professional.

Academic Qualification

Exam Title	Concentration/Major	Institute	Pass Year	Result
MBS	Accounting	National University (Dhaka College, Dhaka)	2011	2nd Class
BBS (Hon's)	Accounting	National University (Dhaka College, Dhaka)	2010	2nd Class
HSC	Business studies	Govt. M.M City College, Khulna	2006	4.40 , Out of 5.
SSC	Business studies	St. Joseph's High School, Khulna.	2004	4.44 , Out of 5.

Personal Details

Name : **Md Khurshidul Alam**
Father's Name : Late, Gazi M. A. Khaleque
Mother's Name : Mrs. Rashida Begum
Present Address : House 17/B (2nd Floor), Avenue 5, Mirpur 6, Dhaka - 1216.
Permanent Address : Vill+Post : Chandramohon, P.S : Kotowali, Disct : Barisal, Bangladesh
Nationality : Bangladeshi (by Birth)
Religion : Islam
Marital Status : Unmarried
Current Location : Dhaka
Blood Group : B+
NID No : **2694814918501**

Language Proficiency

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

References

Rejaul Karim
DGM (Rtd.)
Bangladesh Shipping Corporation, Chittagong
Mob : 01715091426

S. M. Selim
Project Director (PD)
LGED, Dhaka
Mob: 01733554331

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(Md Khurshidul Alam)