

Resume of MD. IMRAN HOSSAIN

Contact address:

MD. IMRAN HOSSAIN

28/A, Adarsha Naghar, Middle Badda,
Dhaka-1212.

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Career Objectives

To secure a position particularly in the area of finance and accounts where my qualification, qualities of a fast learner and the ability to take on new challenges can be used in a pragmatic manner in the overall growth of the organization as well as my personal career development.

Special Qualification

- Self-dependent & energetic person.
- Strong motivation & commitment for work & clients.
- Quick learner & hard working with positive attitude.
- Habituate to work under pressure.
- Tally ERP-9 & Business Roots Software, SAP etc.

Employment History

1. Senior Articled Student (28 June, 2014 – 27 June 2017)

ACNABIN Chartered Accountants

Company Location: BDBL Bhaban (Level-13) 12 Kawran Bazar C/A Dhaka, Bangladesh.

Department: Taxation & Corporate Affairs

Duties/Responsibilities:

The responsibilities are as bellows:

Monthly Accounting Service:

01. All kind of Invoicing, Cash Book & Bank Book.
03. Received & Payment Sheet and Bank & Cash Reconciliation.
04. Monthly Accounts & Audited report.
05. Withholding Tax (WTR) Calculation.
06. Cash Flow Statement.
07. Employee's Salary Tax Calculation.
08. Challan Preparation.
09. Corporate Tax & Vat affairs.

Annual Accounting and Quarterly Accounting Service:

01. Received & Payment Sheet and Bank & Cash Reconciliation.
02. Quarterly Statements, Accounts & Audited report.
03. Withholding Tax Return.
04. Employee's Salary Tax return.
05. Company Tax return.
06. Vat return.
07. Individual tax return.
08. Profit & Loss Sheet.
09. Annual Audit.
10. Annual Financial Statements.
11. Balance Sheet.

Accounting Consulting:

Report to Manager & Partner (ACNABIN)

The Clients are as below:

01. The Cotton Group S.A
02. The Cotton SWE 2 AB
03. Foster Wheeler Bangladesh Ltd.
04. Camaieu International Ltd.

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05. BBC Media Action.
06. Kmart Australia Bangladesh Ltd.
07. Avaya India Privet Ltd.
08. Japan International Corporation Agency (JICA) Bangladesh
09. SRG Appeals PLC
10. BRAC EPL
11. Shimizu Corporation
12. M & J Group
13. Sharmin Group
14. Swisscontract
15. BBJ Leather Goods (Japanese joint venture)
16. NGO Forum

02. Executive, Accounts. (March 03, 2013 – January 31, 2014)

Dom-Inno Group Ltd. (Leon Pharmaceuticals Ltd.)

Company Location: 49 M.R Center, Banani Bazar, Banani, Dhaka-1213.

Department: Accounts.

Duties/Responsibilities:

All Accounting responsibilities are as Bellows:

Accounting Service:

01. Account payable, Receivable & Expenses Preparing and Maintaining.
02. Prepare, Checking and keeping all kind of vouchers,
03. File documentation and all records maintain.
04. Petty cash & Central cash Management.
05. Prepare and maintain requisition slips & bills.
06. TA/DA allowance maintain & Budgeting.
07. Cash & Bank Book Prepare and Bank & Cash reconciliation
08. Maintain all kind of Party payment
09. Payroll Preparation, Checking, Finalization and Disbursement.
10. Knowledge on overall accounts management,
11. Salary, TA/DA, Car maintenance Expense maintains & Disbursement.
12. Monthly Sales & Collection report prepare & submitted to management.
13. Journal, Receive, Payment entry and prepare vouchers in Tally ERP-9.
14. All kind of Banking etc.

Auditing:

01. Outdoor and Central depot visit and audit.
02. Factory auditing.

Major responsibilities:

01. Maintain all kind of Ledger Account.
02. Prepare profit & Loss Account.
03. Balance Sheet preparation.

**Tally ERP-9 software Management.

** Work Under pressure.

**Report to (Manager, Accounts)

Educational Backgrounds

1. CA (CC) from ACNABIN Chartered Accountants

Completed 03 (Three) year's Atrialship CC (**Course Complete**) from 28 June 2014 to 27 June 2017

From **ACNABIN Chartered Accountants under ICAB**

2. MBS Masters in Accounting: 2009 to 2010

Completed 01 (One) year Masters of Business Studies **MBS (Masters)** Held in 2012
With 2ndClass

From Govt. Titumir college, Dhaka, Under National University.

3. BBS Honours in Accounting: 2005 to 2009

Completed 04 (Four) years Bachelor of Business Studies **BBS (Hons.)** Held in 2011
With 2nd Class

From Govt. Titumir college, Dhaka, Under National University.

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4. Higher Secondary School Certificate 2003 to 2005

Completed 2 (Two) years course of **H.S.C** in 2005
With (A-) obtaining GPA 3.60
From Govt. Ashek Mahmud College, Jamalpur, under **Dhaka Board**.

5. Secondary School Certificate: From 2001 to 2003

Completed 10 (Ten) years course of **S.S.C** in 2003
With (A-) obtaining GPA 3.31
From Govt. Zilla School, Jamalpur, under **Dhaka Board**.

Software Proficiency

Tally ERP-9, SAP & Business Roots.

Computer Proficiencies

- Productivity : MS Office, Software Installation, Internet Browsing.

Extracurricular Activities

- Fifteen days Army Campaigning under BNCC from Ghatail Cantonment, Tangail.
- Special ability to organize, present & perform different programs and cultural functions.

Personal Information

Name : Md. Imran Hossain
Father's Name : Late Md. Ain Uddin
Date of Birth : 31st December 1988
Present Address : 28/A, Adarsho Noghar, Middle Badda, Gulshan-1212.
Permanent Address : Vill.+Post.: Sholakuri, P.S.: Modhupur
Dist: Tangail, Bangladesh.
Blood Group : O (+ve)
Marital Status : Single
Religion : Islam

References

1. Mohammad Reaz Uddin Ahmed

BayerCrop Science Ltd.
Masud Plaza (3rd Floor),
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2. AKM Ali Ashfaque

Leon Pharmaceuticals Ltd.
Assistant Manager, Accounts.
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Md. Imran Hossain