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| **CURRICULUM VITAE**  **OF**  **ABDUL KADER** | **I:\Kader photo\workorder_bricks_0001.jpg** |

**Mailing Address: Contact Number**

**Abdul Kader Mobile: 01724-258525/01834-524023**

**Sr. Executive (Accounts), E-mail ID: kader0172@gmail.com**

**Runner Automobiles Ltd.**

**Paragaon, Bhaluka, Mymensingh.**

**Career objective :**

My aim is to serve in an organization where I’ll have an opportunity to utilize my knowledge in the Accounts, Audit,Finance Department. I believe that I can also perform well in the administrative field or any other related sector and contribute to the organization. In case of a job in a different sector my aim is to work in an environment where the reason of self-assessment and self-improvement in both individual and group based work that will ultimately lead to the further development of my professional career.

**Working Experience :**

Organization **:Runner Group of Companies.**

138/1, Tejgaon Industrial Area,

Dhaka-1208.

**Position hold : Sr. Executive, Accounts**

Duration **:** Since December 15, 2010 to till

Place of Posting : Paragaon ,SeedStore, Bhaluka,Mymensingh**.**

**Academic Qualifications:**

**Masters of Commerce ( M.Com )**

Subject : Accounting

Institution : Govt. Saddat University College

Result : 2nd Class

Year of Passing : 2005.

**Bachelor of Commerce ( B.Com )**

Subject : Commerce

Institution :Govt. Ebrahin Khan University College,

Result : 2nd Class

Year of Passing : 2002

**Higher Secondary Certificate ( H.S.C )**

Group : Business Studies

Institution : Govt. Ebrahin Khan University College,

Board : Dhaka

Year of Passing :2000

Result : Second Division

**Secondary School Certificate ( S.S.C )**

Group : Business Studies

Institution :Gobindashi High School.

Board : Dhaka

Year of Passing : 1998

Result : Second Division

**Duties and Responsibilities**.

1. Prepares the daily accounts and submit every day to supervisor.
2. Submit all the supporting documents, vouchers to Group Finance Department as per instruction.
3. Preparation of daily Receipt and Payment Statements and submit to supervisor.
4. Ensure distribution of the salary, incentive, overtime etc.
5. Prepare and produce necessary reports to supervisor time to time

**7.** Posting of Voucher in Tally and preparation accounts with accountability.

**8.** Check the entire bill. Prepare Cash & Bank book, Ledger Book, Bank reconciliation statement.

**9.** Ensure compliance of various Govt. rules & regulation especially Tax & VAT.

**10.** Consolidate Balance Sheet.

**11.** Maintain all account books/registers/ledgers etc accurately.

**12.** All kinds of accounting entries in Tally & ERP Software & handle it independently.

**13.** Prepare account reports - daily, weekly & monthly & submit to higher authority.

**14.** Check all transactions like receive voucher, payment voucher, jurnal voucher.

**15.** Monthly and year end closing of the general ledger including the preparation of journal entries.

**16.** To collect receipts/payment voucher of deposits and regularly and posting to software.

**17.** Assist in preparing monthly & annual budget and accounts & find out budget variance.

**18.** Maintain liabilities and assets aspects of accounts on a monthly basis.

**19.** Preparing budget for all units under his supervision, analysis he variance and ensure control

**Language Proficiency:**

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| **Language** | **Reading** | **Writing** | **Speaking** |
| ENGLISH | High | High | Medium |
| BANGLA | High | High | High |

**Computer Literacy:**

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| **IT Proficiency** | E-mail,& Internet Operations |
| **Application Package** | Microsoft Office (especially MS word, Excel, Power Point, Access). |
| **Accounting Software** | Tally ERP-9. IFS Software Knowledge |

**Others qualification:**

* Sound knowledge in accounting ;
* Able to solve day to day problems and perform duties independently;
* Strong interpersonal and communication skills both in English and Bangla;
* Ability to work under pressure and hard deadlines;

**Personal Information:**

Father’s Name : Dulal Hossain

Mother’s Name : Johura Begum

Permanent Address : Village:Borokoyra, Post : Khalibari, Thana : Sirajgonj Sadar, District : Sirajgonj

Present Address : Sr. Executive, Accounts.

Runner Automobiles Ltd.

Paragaon, Seed Store, Bhaluka, Mymensingh.

Date of Birth : 01st April, 1982

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| **Place of birth** | **:** | **Sirajgonj, Bangladesh** |

Nationality : Bangladeshi (By birth)

Hight : 5’-7”

Sex : Male

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| **Marital status** | **:** | **Married** |

Religion : Islam

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| Blood Group | **:** | **A (+ve)** |

**Reference:**

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| Md. Mehedi Hasan  Manager, Accounts  Runner Group Of Companies  138/1, Tejgaon Industrial Area,  Dhaka-1208.  Email:mehdi1415@gmail.com  Relation: Professonal  **Cell: 01730-405356** | Md. Abdul Kader  P.A to Deputy Comptroller & Auditor General (Senior)  Audit Bhaban  77, Kakrail,  Dhaka  Email: engkader2008@yahoo.com  Relation: Relative  **Cell: 01554-355443** | Md. Shah Monzurul Alam  Senior Officer  Trust Bank, SenaKollan Bhaban Branch,  Motijheel C/A,  Dhaka-1000  Email: monzutbl@gmail.com  Relation: Relative  **Cell: 01556-351471** |

I, the undersigned, certify that to the best of my knowledge and belief, this curriculum vitae is correctly described my qualifications and me.

**Signature**



**Abdul Kader**