**RESUME OF SYED MOHAMMAD MIR HOSSAIN**

Contact address:

House# 43, (2nd floor)

West Tejturi Bazar

Farmgate, Dhaka-1215.

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01841-197971

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**CAREER OBJECTIVE:**

To obtain a responsible and challenging position in a growing mid level Company/ Management that will exploit my experience and education and offer me the opportunity for the growth and advancement of my career to the fullest extent.

**PROFESSIONAL QUALIFICATIONS:**

* Have completed the three years course of Chartered Accountancy under the

Bye - laws of Institute of Chartered Accountants of Bangladesh from S.H. KHAN & Co. Raj Bhaban (1ST floor), 29 Dilkusha, Dhaka.

* Successfully completed the CA Foundation Course from the Institute of Chartered Accountants of Bangladesh.

**Current Position:**

* For your information, I am worked in “Royal Denim Ltd”sistern concern of JIT Group as an Asst.Manager (Accounts) from June, 2010 to 19th February, 2015.
* I am currently working in ‘Bitopi Group’ as a Deputy Manager (Accounts & Finance department) from 22nd February, 2015 to till now.

**COMPUTER KNOWLEDGE**:

* Strong ability to work Microsoft Office (Word, Excel, & MS-Access).
* Capable to work with TALLY (Accounting an Inventory Software)

**LANGUAGE PROFICIENCY:**

* Have a good command over Bangla, English and a workable understanding of Hindi

**SCHOLASTIC RECORDS:**

* M.Com (Accounting)

2nd Class

National University.

* B.COM (Pass)

2nd Class

National University

* H.S.C (Commerce)

2nd Division

Comilla Board

* S.S.C (Science)

1st Division

Comilla Board

**CAPABILITY: HAVE CAPABILITY:**

* To maintain accounts in integrated accounting environment.
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* To execute the role of senior internal auditor in any company.
* To give consultancy services on accounts.
* To give consultancy services on taxes.
* Able to work in competitive environment with huge mental strength and good Physic.
* Able to make financial analysis for to management.
* To control inventory and store department.

**Job Responsibility:**

* Checking of credit, Debit and journal voucher and posted in software.
* Preparing of monthly & yearly trial balance & financial statement.
* Checking with day to- day Banking transactions and Bank reconciliation statement.
* Checking or Credit’s statement of the company.
* Preparing of monthly Debtors statement of the company.
* Preparing of monthly Budget of the company.
* Interest calculation and monthly lease installment payment to IDLC & ULCL.
* Any other job assigns by the management time to time.

**EXPERIENCE:**

During the above mentioned training Course namely ‘Anticlastic ‘my regular work (1) Audit (2) Consultancy or(3) Preparation of accounts in various manufacturing concerns sector corporation ,boards and authorities ,Local and foreign NGOs,In-surance Companies, Banking organization, Production Industries, Garments Industries ,Educational Institution ,Provident fund etc .each of the above said three A category of work is based on the accounts. That is why from my course I got firsthand practical experience of the overall management of the above mentioned organizations.

**MANUFACTURING CONCERS**:

* City Group of Industries
* Fu-Wang Group of Industries
* Uttara Group of Industries
* Desh Garments Ltd
* Mash room Garments Ltd
* Raj Textile Ltd
* Mark Knitwear Ltd
* R.M Group of Companies

**INSURANCE COMPANIEN:**

* Loyed Insurance
* Baira Insurance
* Delta Life Insurance

**BANKING ORGANIZATION:**

* Prime Bank
* Jamuna Bank
* Rupali Bank

**BOARD & AUTHORIES**:

* Bangladesh Power Development Board
* Moulovi Bazar Palli Bidyut Samity

**CLUB & HOTEL:**

* Netherlands Recreation Center (Dutch Club)
* Price Club

**NGO & PRIVATE ORGANIZATION:**

* Bangladesh Center for Communication Programs
* SAP-Bangladesh
* Prime Art Press Ltd
* The Bangladesh Monitor Ltd

**CONSULTANCY FIRMS:**

* ISN Engineering, Planning & Consults Ltd
* SIPAP Engineering, Planning & Consults Ltd
* Engineering, Planning & Consults Ltd.

**AREAS OF INTEREST:**

* My academic background set my mind to feel better to experience calculations and analysis, so I like to play my rule in the MIS and Financial. I am confident that I am able to maintain and develop business relationships.

**PERSONAL PROFILE:**

Father’s Name : Syed Abdul Matin

Mother’s Name : Shamsun Naher

Date of Birth : 28 th November; 1979

Nationality : Bangladeshi (By Birth)

Permanent Address : 265/1, Chowdhury House, Okil para, Feni Sadar, Feni.

Religion : Islam (Sunni)

Marital Status : Married

**REFERENCE:**

N.I. Chowdhury FCA

Past Secretary

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Md. Mujibur Rahman FCA

Partner of S.H. Khan & Co

Chartered Accountants

Raj Bhaban (1st Floor)

29, Dilkusha, Dhaka-1000.

Phone: 7644465, 7631314

(Syed Mohammad Mir Hossain)

Date: