

**CURRICULUM VITAE
OF
MOHAMMAD REZAUL ISLAM**



Address: Terokhadia,
Rajshahi.

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CAREER OBJECTIVE:

To work in a reputed organization, this provides challenging environment with career development opportunities in the fields of business administration and whole management system and want to show strong sense of responsibility, dignity of works and devotion a bright career and developing the organization.

WORKING EXPERIENCE:

(1) CDM Properties

Position Held: *Manager – Accounts & HR (From November, 2021 to Continue)*

Duties & Responsibilities:

1. Accounts related all work.
2. RJSC related work for new firm establishment.
3. Trade license related work.
4. TIN/BIN open related work.
5. Chamber membership related work.
6. ERC related work.
7. Maintain employee attendance.
8. Maintain employee leave.
9. Maintain employee personal file.
10. New employee sourcing.

(2) NEW ZEALAND DAIRY PRODUCTS BANGLADESH LTD.

Position Held: *Executive –Procurement (From August, 2021 to November, 2021)*

Duties & Responsibilities:

1. Review Purchase Requisition (PR)
2. Collect Quotation (RFQ)
3. Negotiate Rate
4. Prepare Comparative Statement (CS)
5. Issue Purchase Order (PO)
6. Communicate with vendor for timely material received
7. Check material specification, quantity and quality basis of PO and delivery challan
8. Follow up vendor for any queries
9. Prepare various report
10. Any other job assigned by management

(3) NEW ZEALAND DAIRY PRODUCTS BANGLADESH LTD.

Position Held: *Executive – Finance & Accounts (From July, 2017 to July, 2021)*

Duties & Responsibilities:

1. Check supplier's bill for payment
2. TVC bill check & process
3. Check media bill
4. TDS/VDS calculation from supplier's bill
5. Made provision of supplier's bill in tally software
6. Arrange payment of supplier's bill
7. Deposit, withdraw cash or cheque to bank.
8. Prepare Mushak-6.6 (VDS certificate)
9. Prepare Tax deduction certificate
10. Party reconciliation
11. Factory warehouse physical stock verification

(4) NEW ZEALAND DAIRY PRODUCTS BANGLADESH LTD.

Position Held: *Jr. Executive – Finance & Accounts (From June, 2015 to June, 2017)*

Duties & Responsibilities:

1. Check supplier's bill for payment
2. TDS/VDS calculation from supplier's bill
3. Made provision of supplier's bill in tally software
4. Arrange payment of supplier's bill
5. Deposit, withdraw cash or cheque to bank.
6. Check monthly VAT return (Mushak-19)
7. Treasury deposit to Bangladesh bank for VAT

(5) PHENIX GROUP

Position Held: *Sr. Executive – Finance & Accounts (From August, 2013 to May, 2015)*

Duties & Responsibilities:

2. Prepare all kind of voucher and post them into accounting software.
3. Maintain petty cash.
4. Maintain cash book & bank book.
5. Deposit, withdraw cash or cheque to bank.
6. Bank reconciliation.
7. Arrange payment of supplier's bill.
8. Online fund transfer to supplier.
9. Prepare salary sheet
10. Maintain various register (advance register, loan register etc.)
11. Prepare monthly operational expenses statement.

(6) NAVANA CNG LTD.

Position Held: *Jr. Executive-Accounts (From September, 2012 to July, 2013)*

Duties & Responsibilities:

1. Inter branch transaction reconciliation.
2. Assist to prepare budget.
3. Prepare budget variance report.
4. Assist to prepare depreciation schedule of fixed assets.
5. Assist to prepare monthly financial statement.
6. Assist to prepare any kind of report.

SPECIAL QUALIFICATION:

- ❖ Income Tax Practitioner (ITP-2017)

EDUCATIONAL QUALIFICATION:

Name of Exam	Subject/ Group	Year of Passing	Division/ Grade/G.P.A	Board/ University
M.B.S	Accounting	2008 (Held in 2011)	2 nd Class	Govt. Rajshahi College, National University, Bangladesh
B.Com (Honors)	Accounting	2007 (Held in 2009)	2 nd Class	Govt. Rajshahi College, National University, Bangladesh
H.S.C	Commerce	2003	A- (3.50)	Rajshahi Board
S.S.C	Commerce	2001	B (3.13)	Rajshahi Board

TRAINING SUMMARY:

Training Title	Topic	Institute	Location	Year	Duration
Workshop on Withholding Tax Return	Withholding Tax Related Topic	Large Taxpayer Unit (LTU)	LTU, 7th Floor, Segunbagicha, Dhaka.	2017	1 Day
Application of New VAT Act	New VAT Act	Md. Zakir Hossain- Additional Commissioner, NBR	New Zealand Dairy Products Bangladesh Ltd	2017	1 Day

COMPUTER SKILL:

- ❖ Comfortable in windows Operating System: Windows 98, Windows 2003, Windows 2007.

- ❖ Familiar with various Software package: XP office (Microsoft Word, MS Excel, Excess, Power point).
- ❖ Comfortable in Accounting Software Tally, Troyee, ERP

INTERNET : E-mail/MS Outlook & internet browsing.

LANGUAGE SKILL:

- **English:** Have good quality skills in both spoken and written English.
- **Bengali:** Deserve good command in Bengali at the same time as Mother Tongue.

FIELD OF INTEREST:

- Watching Television
- Reading News paper/Book
- Playing cricket/football/bad minton
- Travelling new places

PERSONAL PROFILE:

Name	:	Mohammad Rezaul Islam
Father's Name	:	Mohammad Ali
Mother's Name	:	Mst. Rokeya Khatun
Permanent Address	:	Vill- Vimerdaing, P.O- Sheetlai, P.S- Paba, Dist- Rajshahi.
Blood Group	:	A+ (Positive)
Religion	:	Islam.
Sex	:	Male.
Marital Status	:	Married
Nationality	:	Bangladeshi by birth.
Date of Birth	:	31 st December, 1984
Place of Birth	:	Rajshahi.

REFERENCES:

1. Rafiqul Alam Mallick

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New Zealand Dairy Products BD Ltd.
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2. Mahbub Ahmed

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Signature



Mohammad Rezaul Islam

Date: 01.01.2022