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| |  |  |  | | --- | --- | --- | | **MOMIN SORKER** | |  | | --- | | https://my.bdjobs.com/photos/1300001-1325000/531312078p6l7n.jpg?var=3920207 | | | Address: House: 7, Road No: 6 , Block-D, Shahidbagh, Section-12, Mirpur, Dhaka Mobile No 1: 01831924799 e-mail : abdulmomindu@gmail.com | |

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| **Career Objective:** |
| To contribute in an organization where I can integrate my knowledge and skills to value to that organization and explore my potential. |

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| **Special Qualification:** |
| \* Quick learning, decision-making and rapid implementation. \* Polite, respectful, and courteous manners \* Responsible, efficient, and flexible \* Having good communication and interpersonal skill. \* Having honesty and sincerity. |

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| **Employment History:** | |
| **Total Year of Experience :** 5.7 Year(s) | |
| 1. | **Senior Officer, Accounts ( January 1, 2017 - Continuing)** |
|  | **Wonderland Medi-Aid** Company Location : Mirpur DOHS, Dhaka Department: Finance & Accounts ***Duties/Responsibilities:*** \* Record daily expenditures, checking bills and Cash transaction. \* Preparing Debit, Credit & Journal Vouchers. \* Maintenance of petty cash, cash book, bank book, bill register. \* Maintain general ledger for all expenses in Excel and Accounting software(Tally) & manually \* Prepare monthly Trial Balance, Income Statement and Balance Sheet etc. \* Preparation of Bank reconciliation statements. \* Record accounts payable and accounts receivable. \* Monitoring payment status \* Prepare and provide periodical financial statements. \* Preparing monthly & yearly budget for respective units. \* Preparation of monthly Employee Payroll Statement. \* Any other task or responsibilities assigned by superiors. |
| 2. | **Lecturer ( January 1, 2015 - December 31, 2016)** |
|  | **Baluakandi Dr.Abdul Gaffer School & College** Department: Business Studies |

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| **Academic Qualification:** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Pas.Year** | **Duration** | | Master of Business Administration (MBA) | Banking | University of Dhaka | CGPA:3.23 out of 4 | 2014 | 1 Year | | Bachelor of Business Administration (BBA) | Banking | University of Dhaka | CGPA:2.91 out of 4 | 2012 | 4 Years | | HSC | Business Studies | Ibne Taimia High School &College | CGPA:4.9 out of 5 | 2006 | 2 Years | | SSC | Science | Roypara High school | CGPA:3.69 out of 5 | 2004 | 2 Years | |

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| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Mid Level Job | | Available For | : | Full Time | | Preferred Job Category | : | Accounting/Finance | | Preferred District | : |  | |

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| **Specialization:** |
| |  |  | | --- | --- | | **Fields of Specialization** | **Description** | | * Tally ERP 9 * MS Word/ Excel/ PowerPoint/ OneNote | \* To make voucher and entry to accounting software Tally ERP-9. \* Ability to make report in MS word and Excel. | |

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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Mongur Sarker | | Mother's Name | : | Ranu Begum | | Date of Birth | : | November 10, 1989 | | Gender | : | Male | | Marital Status | : | Married | | Nationality | : | Bangladeshi | | National Id No. | : | 5912410166584 | | Religion | : | Islam | | Permanent Address | : | Vill-Bara Ray Para , P.O.- B.K. Ray Para, Gazaria, Munshiganj | | Current Location | : | Dhaka | |

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| **Reference (s):** |
| |  |  |  |  | | --- | --- | --- | --- | |  |  | **Reference: 01** | **Reference: 02** | | Name | : | Muhammed Alamgir | Ahamed Al Amin Sajal | | Organization | : | Wonderland Toys Ltd. | Frontdesk Bangladesh Limited | | Designation | : | Manager (Share & Export) | Factory HR Executive | | Address | : |  |  | | Phone (Off.) | : |  |  | | Phone (Res.) | : |  |  | | Mobile | : | 01816693922 | 01815852059 | | E-Mail | : |  | engr.sajalahmed@gmail.com | | Relation | : | Professional | Relative | |