

Khalid Mahmud Sabuj

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Wants to work in a challenging workplace where to achieve a position where I am able to further develop my skills by being encouraged and challenged in my work – continuous learning and professional growth.

EXPERIENCE:

2019-Present	<div>Executive - Nawab Abdul Malek Jute Mills (BD) Ltd.</div> <div>Executive – Hr & Accounts Department (April 2019-Present) <u>Responsibilities :</u><ol style="list-style-type: none">1. Preparing salary sheet in excel and payroll both (officers & Staffs).2. Preparing weekly wages in payroll software (almost 2500 Worker).3. Hr payroll & database management and Provide support for using HRIS software.4. Prepare, maintain, and update employee data in HRIS software and monitor HRIS software records and all reports on regular basis.5. Process and maintain periodic reports of employee record data and develop reports.6. Provide support about installation, customization, development, maintenance, and upgrade to applications, systems, and modules.7. Manage permissions, access, personalization, and similar system operations and settings for HRIS users.8. Ensure custom functions and documentation such as automated queries, filters and reports.9. Prepare Full and final bill (Officers, Staffs & Workers), Accident Bill, Leave management, Increment (Officers & Staffs).10. Provident fund management.11. Employee management and also doing some administrative work with admin department.</div>
2017-2019	<div>Auditor - Nawab Abdul Malek Jute Mills (BD) Ltd.</div> <div>Auditor – Internal Audit department December-2017 to March 2019 <u>Responsibilities:</u><ol style="list-style-type: none">1. Pre-check of bills, vouchers, party payments, procurement and import-export related documents.2. Check daily local purchase bills, truck and boat fare bills, pretty cash book, export and all types of payments and receipts bill and vouchers.3. Check comparative statement of store materials and consumption reports based on ERP database.4. Store inventory report verification through ERP database.5. Check Wages summary report in details and Prepare respective detailed reports on audit findings.6. Check weekly wages sheets, OT and FOT sheets, yearly increments and related note sheets and bills (workers).7. Check monthly salary sheet, OT and Night allowance sheets (officers & staffs).8. Count and verify stock counting of store and finished goods items with reporting.</div>

	9. Ensuring the reliability of financial and operational controls.
2017(April-July)	Intern –BRAC Bank Ltd.(Head Office) Intern- Liability Operations department Responsibility : <ol style="list-style-type: none"> 1. Issuance and Encasement of Shanchaya Patra 2. Disburse the amount of interest to Client account

EDUCATION:

2018-2020	Masters of Business Administration (MBA)-Jagannath University Major: AIS (Accounting & Information Systems), CGPA: 2.92 out of 4.00
2014-2017	Bachelor of Business Administration (BBA)-American International University- Bangladesh Major: Accounting & Finance. CGPA: 3.25 out of 4.00
2010-2012	Higher Secondary Certificate (HSC)-Govt. Tolaram College Dhaka Board. Year: 2012 GPA: 4.60 out of 5.00. Concentration: Business studies
2009-2010	Secondary School Certificate (SSC) –I.E.T. Govt. High School Dhaka Board. Year: 2010 GPA: 4.50 out of 5.00. Concentration: Business Studies

SKILLS:

Language Skill	Superior oral and written command of English and Bengali.
Computer Skill	Advance knowledge of Internet, E-mailing, Microsoft Word, Microsoft Excel, Microsoft Power Point.
Skills	<ul style="list-style-type: none"> • Strategic planning and organizing • Strong Analytical and Financial skills • Goal-oriented, collaborative and adaptable • Negotiation and persuasion • Effective interpersonal skills • Organized and attention to details • Team player, People management • Plan and control budget and expenditures • Perseverance and motivation • Ability to work under pressure • Confidence

Hereby, I certify that above mentioned information is true.

Khalid Mahmud Sabuj