

Mohammad Arshad Hossain

Dhaka, Bangladesh

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SUMMARY

Finance/Accounting professional with over 5 years of experience with different companies. I can contribute to maximizing productivity, profitability and competitiveness through my diverse skill sets. Distinguished for both technical & business acumen and ability to bridge gaps between technical, business and executive audiences. Earned degrees in both business & technology.

EDUCATION

Master of Business Administration (MBA)	Specialization : Finance, MIS	Ashland University, USA	Dec, 2015
Bachelor of Business Administration (BBA)	Specialization : Finance	Independent University, BD	June, 2012
Higher Secondary Certificate (HSC)	Specialization : Business	Islamia Degree College	August, 2007
Secondary School Certificate (SSC)	Specialization : Business	Municipal Model High School	July, 2005

WORK EXPERIENCE

Account Receivable Specialist / Business Analyst EG America	Jan 2019 – Dec 2021 Ohio, USA
<ul style="list-style-type: none">Performed various accounting tasks as assigned mostly in AR realmsWorked on finding discrepancies in their financial documentsReconciled accounts in a timely manner.Prepared, examined and analyzed accounting records, financial statements, and other financial reports to assess accuracy.Created databases and wrote sql queries to fetch data from databases.Worked extensively with SMEs to prepare BRDs	
Account Receivable Specialist Cintas	Nov 2017 – Dec 2018 Ohio, USA
<ul style="list-style-type: none">Performed general accounting tasks including Accounts Payable and Accounts Receivable.	

- Worked on BillTrust and SAP extensively for cheque posting and credit analysis.
- Reconciled accounts in a timely manner.
- Prepared, examined and analyzed accounting records, financial statements, and other financial reports to assess accuracy.

Junior Accountant

Jan 2016- Oct 2017

BABCO FOODS INTERNATIONAL LLC

NEW JERSEY, USA

- Posted customer payments by recording cash, checks, and credit card transactions in QuickBooks.
- Resolved collections by examining customer payment plans, payment history, credit line, coordinating contact with collections department.
- Resolved account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers.
- Created sales report, collection report & area products report.
- Created invoices daily.

PROFESSIONAL DEGREE & CERTIFICATIONS**CompTia A+****CompTia Security+****Data Management****Data Structure &
Algorithm**