

## Kazi Maminul

**Mailing Address:** 74,Daulatmunshi road,Bagmara,Mymensingh;

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### OBJECTIVE

Secure a challenging position within progressive organization, where I can utilize my experience, technical skills and creativity. Able to work on own initiative and as part of a team.

### EXPERIENCE

1. **Assistant Product Marketing Officer (December 4, 2019– Continue)**

**The City Bank Ltd.**

Company Location: House: 20(1<sup>st</sup> floor), Choto Bazar, Mymensingh, Kotwali, Mymensingh-2200;

Department: Card's Division.

**Duties/Responsibilities:**

- \* Visit renowned organizations, source Credit card and loan file;
- \* Visit new Organizations and send report to Line manager;
- \* Collect all queries of all files submitted by me;
- \* Follow up all applicants and credit card user;
- \* Follow up all loan holder for their regular payments;

2. **Accounts Officer (October 1, 2016 – December 3, 2019)**

**IT Pal Limited Ltd.**

Company Location: 50, Nayapara, Charpara, Mymensingh-2206;

Department: Accounts.

**Duties/Responsibilities:**

- \* Check and maintain all of the books of accounts;
- \* Check debit, credit & journal voucher;
- \* Check all of the financial transactions in tally;
- \* Check all of the on-date transaction report from tally & attached it with daily voucher;
- \* Supports in the financial, accounts function of program;
- \* Check Bank reconciliation statement;
- \* Check salary sheet for staffs & workers;
- \* Check staffs & workers salary register;
- \* Check Bank register;
- \* Check payment register of suppliers;
- \* Check all of the Contract file against order;
- \* Authorized all of the vouchers of purchase accessories with purchase requisition;
- \* Check all of the vouchers of payment against order;
- \* Check monthly payable & receivable report;

3. **Accounts Officer (July 1, 2015 - September 27, 2016)**

**Textillery Ltd.**

Company Location: 826, Bangabondhu Sharok, Ashulia, Savar-1341;

Department: Accounts

**Duties/Responsibilities:**

- \* Prepare, maintain & update all of the books of accounts;
- \* Prepare debit, credit & journal voucher;
- \* Entry all of the financial transactions in tally;
- \* Printout an on-date transaction report from tally & attached it with daily voucher;
- \* Supports in the financial, accounts function of program;
- \* To prepare Bank reconciliation statement;

- \* To prepare salary sheet for staffs & workers;
- \* Maintain staffs & workers salary register;
- \* Maintain & update Bank register;
- \* Maintain payment register of suppliers;
- \* Maintain Sales Contract file against order;
- \* Check all of the vouchers of purchase accessories with purchase requisition;
- \* Maintain all of the vouchers of payment against order;
- \* Prepare monthly payable & receivable report & mail to the Factory Manager & Managing Director;
- \* Prepare daily, monthly report & mail to the Factory Manager & Managing Director;

4. **Assistant Branch Manager cum Accountant (January 1, 2014 - June 30, 2015)**

**Development Initiative for Social Advancement (DISA)**

Company Location: Chengarchar, Matlab (North), Chandpur

Department: Accounts & Administration

**Duties/Responsibilities:**

- \* Prepare, maintain & update books of accounts;
- \* Supports in the financial, accounts function of program,
- \* Check the general & DPS passbook quarterly balancing by the credit officers,
- \* Maintain duty schedule for worker & staff;
- \* To prepare consolidated financial statement;
- \* To prepare Bank reconciliation statement;
- \* To prepare salary sheet for staffs;
- \* Maintain staff salary register;
- \* Maintain & update Bank register;
- \* Maintain fixed asset & office equipment register;
- \* Check membership entry form of a center;
- \* Printout the subsidiary ledger from automation & attached it with every loan agreement of the members;
- \* Check the loan application form & crosscheck with the savings amount of subsidiary ledger & the amount of passbook of each member;
- \* Check voluntary savings opening form of each member;
- \* Maintain all kinds of savings collection & disbursement register;
- \* Maintain loan disbursement register;
- \* Check weekly loan application Prepared by the credit officer's;
- \* Check the collection target register updated by the credit officer's;
- \* Prepare daily accounts & field information for area manager;
- \* Printout daily loan & savings collection sheet for each credit officer from automation;
- \* Prepare weekly performance report of the branch for area manager;
- \* Daily savings & loan collection update in automation;
- \* Printout an on date transaction report from automation & attached it with daily voucher;
- \* Visit a center daily & mail a report to the zonal manager;
- \* Prepare monthly report & mail the report to the area manager;

5. **Accountant(Education) (June 9, 2013 - December 31, 2013)**

**Development Initiative for Social Advancement (DISA)**

Company Location: Chengarchar, Matlab (North), Chandpur

Department: Accounts & Administration

**Duties/Responsibilities:**

- \* Prepare, maintain & update books of accounts;
- \* Supports in the financial, accounts function of program,
- \* Maintain duty schedule for worker & staff;
- \* To prepare Bank reconciliation statement;
- \* To prepare salary sheet for staffs;
- \* Maintain staff salary register;
- \* Maintain & update Bank register;
- \* Maintain fixed asset & office equipment register;
- \* Prepare daily accounts & field information for Project Manager & Zonal Manager;
- \* Prepare weekly performance report of the branch for Project Manager & Zonal Manager;

- \* Visit a center daily & mail a report to the Project Manager & Zonal Manager;
- \* Prepare monthly report & mail the report to the Project Manager & Zonal Manager;

## EDUCATION:

Exam Title	Concentration/Major	Year	Result	Board/University
BBA	Accounting	2012	CGPA 3.57 out of 4	Darul Ihsan University
HSC	Business Studies	2007	CGPA 3.60 out of 5	Dhaka Board
SSC	Business Studies	2004	CGPA 3.44 out of 5	Dhaka Board

## TRAINING SUMMERY:

Training Title	Topic	Institute	Country	Location	Year	Duration
Office Application Course	MS Office Application Course, Troubleshooting & Internet Browsing	Daffodil Institute of IT	Bangladesh	Dhaka	2014	6 months
Graphics Design	Adobe Photoshop, illustrator, InDesign	IT Pal Limited	Bangladesh	Mymensingh	2016	6 months

## LANGUAGE PROFICIENCY:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

## PERSONAL DETAIL:

Father's Name : Kazi Shakhawat Haque;  
 Mother's Name : Kazi Jesmin Haque;  
 Date of Birth : August 05, 1989;  
 Gender : Male;  
 Marital Status : Married;  
 Nationality : Bangladeshi;  
 National Id No. : 6125217228080;  
 Religion : Muslim (sunni);  
 Present Address : 74, Daulat munshi road, Bagmara, Mymensingh;  
 Permanent Address : 74, Daulat munshi road, Bagmara, Mymensingh;  
 Current Location : Mymensingh;

## REFERENCES:

	<b>Reference: 01</b>	<b>Reference: 02</b>
Name	Mrs. Suraiya Farhana	Muhammad Mahmudur Rahman Akanda
Organization	University Grants Commission(U.G.C.)	Banglalink
Designation	Sr. Director	Corporate Account Manager
Address	Agargao, Sher-e-bangla nagor, Dhaka;	Dhaka
Mobile	01718511995	01924400597
Email	suraiya_farhana@yahoo.com	mmakanda@banglalink.net
Relation	Relative	Corporate



**Kazi Maminul**