

MASBAUL HASSAN

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Career Objective:

I want to work with a reputed organization where I can prove my creativity and competencies and also serve the organization effectively to fulfill their optimum expectations. Firstly, I have been working with Ak Software in 2013 as a Sales Executive, after that I have started to work Lina Group in as an Accounts Officer then I Started Work in Azrun Trading as an Assistant Manager in 2015.

Special Qualification:

I have working experience in Finance Department, Marketing Department, and CSR Department. I can also maintain Hardware, Software Troubleshooting Properly.

Employment History:

Total Year of Experience: 3.5 Year(s)



Azrun Trading

Position: Assistant Manager

Departments: Finance & Accounts

From October, 2015- Continuing

Company Location:50 Gazipura ,Tongi,Bangladesh.

Duties & Responsibilities

- ✚ Prepare quarterly, half yearly & yearly financial statement by using tally software.
- ✚ Submit monthly bill, rent charge bill to the tenant;
- ✚ Supervise regularly & periodically maintain contract to get update status of pending bill;
- ✚ Maintain all official documents, Prepare report of the received check; Manage the office daily expense;
- ✚ Prepare monthly or yearly income expenditure statement;
- ✚ Maintain all type of accounts related task;
- ✚ Preparation of monthly receipts & payments statement
- ✚ Provide necessary finance data/information to the Management as needed.
- ✚ Ensure properly and timely record keeping of books of accounts and processing of Bills.
- ✚ Responsible for procurement and vendor/supplier payment management.
- ✚ Maintenance of petty cash, cash book, bank book, bill register, general ledger & different registers related to Finance & Accounts. (including preparation of all

vouchers)

- ✦ Preparation and maintenance of requisition slips & bills. Dealing
- ✦ with Bank and other Financial Institution related affairs. To make
- ✦ voucher and entry to accounting software (Tally ERP9 Or others
- ✦ accounting software)
- ✦ Preparation of Bank reconciliation statements.
- ✦ Manage day to day accounting functions including regular cash and bank book maintain.
- ✦ L/c, Vat, Tax.
- ✦ Any other task as assigned by the authority.



Lina group of Industries

Department: Finance and Accounts

Position: Junior Account Officer

Location: Gulsan-1

- ✦ Maintain cash resister, Cheque resister,
- ✦ Maintain tally software, input payment/receive/ journal/ check re-consolation data in a software,
- ✦ Ledger book maintain, Maintain cash book, daily cash management,
- ✦ Email to client for bill collection, basic bill collection,
- ✦ Create salary sheet, Bank related activities,
- ✦ Income statement, Maintain Attendance book, lookup balance sheet,
- ✦ Create budget in excel and many other activities ordered by the management
- ✦ Vat tax management



AK Software (Software Firm)

Executive

Department: Sales and Marketing & Troubleshooting

Location: 1\19, Mirpur-1.Dhaka-1214

Academic Qualification

| | | | | |
|-------------------|-------------------------|-------------------------------------|------------------------------------|--------------------|
| <i>MBA</i> | <i>Marketing</i> | <i>South East University</i> | <i>3.27 out of 4.00</i> | <i>2014</i> |
| BBA | Marketing | Southeast University | 2.88 out of 4.00 | 2013 |
| HSC | Business | New Model Degree College | 3.9 out of 5.00 | 2007 |
| SSC | Business | Monipur High School | 3.81 out of 5.00 | 2005 |

Training:

| <i>Training Title</i> | <i>Topic</i> | <i>Institute</i> | <i>Duration</i> |
|---|--|--|------------------------|
| <i>Computer, Hardware, Software Trouble shooting, Email, Browsing.</i> | <i>Computer, Hardware, Software Trouble shooting, Email, Browsing.</i> | <i>Pallabi Computers Training Institute</i> | <i>2 Years</i> |
| <i>Microsoft Office Package.</i> | <i>Microsoft office, Microsoft Excel, Microsoft PowerPoint, Microsoft outlook</i> | | <i>3 Years</i> |

Reference:

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| <u>(Md. Abul Kalam Azad)</u> Advocate, Supreme Court of Bangladesh For: “Azad & Company” K. R. Plaza (6th floor) 31, Purana Palton, Dhaka-1000. | <u>Aftab Md.Rashedul Wadud</u> Bangladesh Telecommunication Regulatory Commission Director (Administration Division) IEB Bhavan,Ramna.Dhaka-1000 Phone (Off.): 029554689, Mobile: 01552202716 |
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Declaration:

I do hereby declare that the above information is true and correct to the best of my knowledge.


Signature

