

# ABU SHALEH MD.IMAM HOSSAIN

## Executive Accounts & VAT

House No:9,Road No:1,Hossain Sarder Road,Tallah,Fatullah,Narayanganj.

Contact No: 01711948890

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## Career Summary:

Disciplined and persistent focused VAT & Accounts Executive with 2 years of work experience. Gathering & monitoring financial data, forecasting cost & revenues, monitor & report accounting discrepancies. Perform month-end & year-end close process. Aid the operation by providing accurate and timely report.

## Skills:

- Time Management
- Collaboration
- Decision Making
- E-mail Management
- Accuracy
- Knowledge of Regulatory Standard

## Professional Experience:

- Position: Executive VAT & Accounts( August 2018 to Ongoing )
- Calico Label
- Latif Sarder Road,Fatullah,Narayanganj.

## Key Responsibilities:

- Maintain Cash, Requisition & Cash Book
- Maintain Bank Deposit & Cheque Book
- Reconcile Bank Accounts
- Prepare back to back L/C.
- Prepare Receipt & Payment vouchers and posting accordingly.
- Monitor Party Payment & Receipt status
- Making Party Bill & Maintain Party Ledgers
- Making Salary Sheet & Disburse
- Prepare VAT challan (Mushok-6.3)
- Prepare goods transfer challan (Mushok-6.5)
- Maintain of the sales Account registers (Mushok-6.2)
- Prepare purchase and sales Account registers (Mushok-6.2.1)
- Sound knowledge VDS/TDS as per ITO-1984
- Any other task assigned by the management.

## KEY ACHIVEMENTS:

- Implemented regular workflow monitoring procedures that helped reduce month-end close time by 30%.
- Reduced company expenditures 20% by consistently detecting potential cost savings.

## **EDUCATION:**

### **MASTERS OF BUSINESS STUDIES (M.B.S)**

- NATIONAL UNIVERSITY
- GOVT.TOLARAM COLLEGE
- Major: MANAGEMENT
- CGPA: 2.91(out of 4)
- Passing Year:2014

### **BACHELOR OF BUSINESS STUDIES (B.B.S)**

- NATIONAL UNIVERSITY
- GOVT.TOLARAM COLLEGE
- Major: ACCOUNTING
- Result: 2nd Class
- Passing Year:2012

### **HIGHER SECONDARY SCHOOL CERTIFICATE (H.S.C)**

- GROUP: COMMERCE
- GPA: 3.50(out of 5)
- Passing Year:2008
- College:Mohammadpur kendriyo College
- Board: Dhaka

### **SECONDARY SCHOOL CERTIFICATE (S.S.C)**

- GROUP: SCIENCE
- GPA: 3.44(out of 5)
- Passing Year: 2006
- School: I.E.T GOVT.HIGH SCHOOL
- Board: Dhaka

## **PROFESSIONAL COURSES:**

- Post Graduate Diploma in Supply Chain Management(ongoing)
- Institute : Bangladesh Institute of Management
- Address : Mirpur ,Dhaka-1207

## **Awards & Certification:**

- International English Language Testing Systems (IELTS)
- From: British Council
- CELF course (Communicative English Language Proficiency Course) from Southeast University.
- News Presentation Course
- Institute:JobsA1
- Address: Panthopath,Dhaka.

## **Languages:**

- Bengali: Native
- English: STANDARD

## References:

1. Syed Al-Mehedy Hasan  
Asst.Manager Accounts & Finance  
Shovon Group of Industries  
Mobile: 01730372701



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