

MD. MIZANUR RAHMAN

A/48, East Firozsha, Akbarsha, Chattogram.

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Contact no: 01818-707765

01686-591715.

**Career Profile**

Strengths are adaptability, dependability and the determination to get responsibilities as proven by varied work experiences in operational, financial and administrative capable with more than 8 year experience. Has enable to develop good organizational skills, an analytical/logical approach to tasks ant the ability to work under pressure. And able to work well both on my own initiative and as part of a team.

Employment History

Nahar Agro Group.

South Khulshi, Chittagong.

15 March 2023 To Running.

- Voucher checking and verification.
- Journal Voucher and Adjustment Voucher verification.
- GRN & MRR confirmation and Supplier payment through verification of related documents and Supplier ledger reconciliation.
- Bank reconciliation checking.
- L/C costing and verification of related cost i.e. C&F Bills, Insurance payments, Warehouse and transportation expense etc.
- Production and Delivery follow-up with transfer receive confirmation by depots.
- Cross checking of regular data with ERP software entry and posting.
- Physical inventory of Raw Materials and Feeds during Feed Mill & depot audit.
- Ledger Balance Confirmation during dealer visit.
- Computation of dealer commission regarding the approval and adjustment of commission within dealer's ledger Account.

WHITEX GARMENTS BD (Pvt.) LIMITED

Plot#86-90, Sector#3, Karnaphuli EPZ, North Potenga, Chattogram.

(100% Export Oriented Knit Garments Factory)

1ST November 2021 – 14March 2023,

Post: Officer Accounts.

- Prepare and maintain daily expenditures, vouchers, and daily cash/bank transactions
- Updating day to day transaction in Accounting Software.
- Checking document of the petty cash expenses, and prepares the summary for payments.
- Proper documentation and file management.

- Prepare monthly Trial Balance, Income Statement and Balance Sheet, etc.
- Any other job relating to finance and accounts as assigned by management from time to time
- Knowledge on vat & tax.
- Update VDS/TDS records and ensure deposit of respective challans in timely manner.
- Visit Vat and Tax office and bank for submitting documents.
- Assist in all VAT and Tax related work
- Collecting payment documents from other departments review, scan and process for the next step.
- Salary checking and payment, Over time Checking, Maternity payment checking, Final settlement checking and disbursement.
- Prepare and monitor LC Payments schedule as per documents.

**NINJA LTD (Japanese Heavy Equipment Import Company)
City Gate, Uttar Kattali, Akbarsha, Chattogram
January 2018 – 31st October 2021 (Assistant Manager-Finance & Accounts).**

Responsibilities:

- Presentation of all Finance & Accounts related reports to Chairman, CEO, and Board Members.
- Check daily expenditures, vouchers, Requisition and daily transaction.
- Maintain all account books/registers/ledgers etc.
- Prepare account reports - daily, weekly & monthly & send it to Head office.
- Prepare and maintain all the vouchers, requisition slips & bills.
- Reconcile the bank Accounts daily basis.
- Check all transactions like receive voucher, payment voucher, maintaining by accounts software.
- Cash management & cash disbursement. Deal with Company's internal Auditor & Bank.
- To check and verify all sorts of requisition, delivery Callan, expenditure and purchase bill, Sales bill, conveyance bill, TA/DA, entertainment bill, daily labor bills & vouchers, Salary and Wages Sheets, Petty Cash Statements and miscellaneous bills etc. Manage and maintain the office fixed assets, store, receivable, payable, daily Bank reconciliation etc.;
- Collect pro forma invoice from exporter and monitoring the next steps with related concern of bank and insurance company after maintain the overall LC related work procedure, dealings with C & F agents and monitoring the flow of release the imported commodities.
- Provided reporting of inventory turns and reconciliation reporting to senior management.
- Store visit often and checking the overall position of stock, documents, bill voucher, work order etc. Weekly inspection inventory as internal audit to cross checking with book balance.
- Monitor daily bank deposit and maintain the bank reconciliation update.
- All over Vehicles costing find out.

EURO KNIT WEAR LIMITED. (100% Knit Oriented Garments Company)

Accounts Executive May 2011 – December 2017,

Vogra Chowdhuribari, Chowrasta Gazipur, Dhaka.

Responsibilities:

- Prepare and maintain daily expenditures, vouchers, and daily cash/bank transactions
- Updating day to day transaction in Accounting Software.
- Checking document of the petty cash expenses, and prepares the summary for payments.
- Proper documentation and file management.
- Prepare monthly Trial Balance, Income Statement and Balance Sheet, etc.
- Any other job relating to finance and accounts as assigned by management from time to time
- Knowledge on vat & tax.
- Update VDS/TDS records and ensure deposit of respective challans in timely manner.
- Collecting payment documents from other departments review, scan and process for the next step.
- Salary checking and payment, Over time Checking, Maternity payment checking, Final settlement checking and disbursement.

Educational Qualification:

- **M.B.S (Accounting), Result :2nd Class, Year : 2009,**
Institute: Government College of commerce Chittagong.
National University.
- **B.B.S (Pass), Result :2nd Class, Year : 2007,**
Institute: Government College of commerce Chittagong.
National University.
- **H.S.C (Business Studies), Result : 2nd Division, Year : 2003,**
Institute: Omar Gani MES University College, Chittagong.
Chittagong Board.
- **S.S.C (Business Studies), Result : 1st Division Year : 2000,**
Institute: Wireless Jhowtala Colony High School, Chittagong.
Chittagong Board.

Personal Details

Father's Name : Late Abul Hossain
Mother's Name : Late Jahanara Begum
Date of Birth : December 12, 1985
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Nurpur, Eliotgong, Chandina, Cumilla.
Present Address : A/48, East Firozsha, Akbarsha, Chattogram.



Md. Mizanur Rahman

Date: 27/04/2024