

## Mailing address

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### Mohammad Nazmul Hossain

House No. # 03, Lane No. # 03,  
Road No. #03, Block # B,  
Uttara R/A, Halishahar, Chattogram.  
Phone: 01676-383836, 01971-383836.  
E-mail: Nazmuljitu12@gmail.com



## Objectives

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I would like to pursue my career in a work environment that will utilize and reinforce my skills and abilities and earn a job which provides me job Satisfaction and self-development.

## Career History

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### **SR.Executive (Accounts & Finance) From January 2022 to till now)**

INTERPORT GROUP

Interport Ship Agents Ltd.

Address:(1-D), HBFC Building (5<sup>th</sup> Floor),

Agrabad C/A, Chattogram-4000.

Web [www.interport.group](http://www.interport.group)

### **Responsibilities**

- Review & verify third party invoice, employees expenses reimbursements and setup for payment after proper approval.
- To prepare and disburse all vendors bill with due approval of the concerned Authority.
- To prepare and maintain Accounts Payable records.
- Credit form writing (C-Form).
- Maintaining of Software (ERP & Quick Book).
- To maintain working advance and follow up adjustment.
- To assist for depositing TDS through challan/pay order on vendors bills, staff salary and office rent and report to Tax office as per NBR Rules.
- Voucher preparation and posting to the Software.
- To prepare and report daily Receipt & Payment (Cash and Bank) Statement.
- Conducting Mailing correspondence for any information to client.

**Executive (Accounts & Finance) From February 2017 to 30 December 2021**

QNS GROUP OF COMPANIES

QNS Shipping Logistics Ltd.

Address: 88-90, Agrabad C/A, Chattogram-4000.

Web: [www.qnscont.com](http://www.qnscont.com)

**Responsibilities:**

- Maintaining day to day accounts activities.
- Preparing and maintaining different sorts of bill, voucher, requisition slip.
- Maintaining all the banking activities like transaction, statement collection & preparing bank reconciliation statement at the end of each month.
- Preparing monthly salary statement.
- Preparation & Maintenance of Cashbook & Bank book.
- Assisting customers in all aspects of service fulfillment by providing necessary information's regarding dues, payment schedule, payment dates and amounts.
- Ensure that all accounts and financial related transactions are recorded properly.
- Checking all vouchers /Bill accordingly and seek necessary approval and payment.
- C&F documents invoice prepared.
- C&F Voucher / Bill checking and keep fileing.

**Executive (From January 2015 to January 2017)**

AZDAA Trade Associations Ltd.

Address: Hossain Mention, Panchlish,

Chattogram-4212.

**Responsibilities:**

- Explaining products, services, pricing and answer queries and overcome objections from customers.
- Keeping accurate records of discussions or correspondence with customers.
- Meeting with other managements to discuss possible improvements to customerservice.

## Academic Qualification

QUALIFICATIONS	YEARS
<b>MASTERS OF BUSINESS STUDIES</b> Major: Accounting National University, Bangladesh. 2 <sup>ND</sup> Class	2015
<b>BACHELORS OF BUSINESS STUDIES</b> Major: Accounting & Finance National University, Bangladesh. 2 <sup>ND</sup> Class	2013
<b>HIGHER SECONDARY CERTIFICATE</b> Chattogram Govt. City College. GPA 4.30 out of 5.00	2007
<b>SECONDARY SCHOOL CERTIFICATE</b> Khawja Ajmeri High School, Chattogram. GPA 4.44 out of 5.00	2005

## Training Course

- Training on Income Tax, VAT, Customs, Bond, Training fee and Professional fee from Bangladesh Tax Training Institute (BTI).
- Social compliance related to Bangladesh labor act -2006 from Bangladesh Institute of Management (BIM).

### Professional Qualification:

Certification	Institute	Location	From	To
Social Compliance related to Bangladesh Labour Act-2006	Bangladesh Institute of Management	Chittagong	February 15, 2017	February 26, 2017

### Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
IT course	Call center	IJ corporation	Bangladesh	Chittagong	2014	6 months

## Experiences & Computer proficiency

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- Efficient in working with Quick Book software.
- Efficient in working with Tally.ERP 9 software.
- Worked as investigator in social survey company named SIRIUS.
- Efficient in working with Windows Operating System and Microsoft Office (2007), Power point, Picasa.

## Personal Qualities

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- Managed events under the social welfare Club like blood donation campaign, awareness seminars etc.
- Interests in Reading books, Watching & playing Cricket, Surfing Internet.

## Personal Information

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- Father's Name : Akbar Hossain
- Mother's Name : Anowara Begum
- Date of Birth : 20<sup>th</sup> January, 1990.
- Marital Status : Single.
- Blood Group : B+
- Present Address : House No.# 03, Lane No#03,  
Road No#03, Block #B, Uttara R/A, Halishahar,  
Chattogram.
- Permanent Address : House No.# 03, Lane No#03,Post Office- Uttar  
Halishahar, (4226),Block #B, Uttara R/A, Halishahar,  
Division- Chattogram.

## References

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**K.M. Nazrul Islam**  
Deputy Manager,  
BSM Group.  
Chattogram.  
E-Mail: kmnl\_fnf@yahoo.com  
Cell No: 01818-996484.

**Md. Belal Hossain**  
Senior Officer (Rtd),  
Janata Bank LTd.  
Lal deghi Branch.  
Chattogram.  
Cell No.: 01711-426231.

Thanking you,



Mohammad Nazmul Hossain.