



MOHAMMAD HASAN MIA

Assistant Accounts Manager

Analytical, detailed oriented accountant with a history of accurately and effectively supporting accounting activities. 8+ years of experience in presenting data, analyzing cost, providing financial reports under time pressure. Dedicated to provide exemplary work & supporting the overall mission of the department and company.

CONTACT

- +880181627303
- hasan2013ahmed@gmail.com
- Apon Bhabon (7th Floor),
Golden City, Safipur Bazar,
Kaliakoir, Gazipur

SKILLS

MS Power BI

- ETL • Data Modeling
- DAX Measures • Data Visualization

MS Excel

- Data Cleaning • Pivot Tables
- Power Pivot • Function & Formula
- Graphs & Charts

SQL

- Database • Query Language

COURSES & TRAINING

"Google Data Analytics Professional Certificate" by Coursera

"Data Analytics Boot Camp" by Sabbir

LANGUAGES

English - Speaking, Writing & Reading
Bangla – Mother Tongue

WORK EXPERIENCE

- C. P. Bangladesh. Co., Ltd** Jan 2015 - Present
Section Manager – Accounts & Finance Nov 2023 - Present
Major Responsibilities:
 - Assist in preparation of monthly & yearly financial statements.
 - Calculate the cost of product & cost of goods sold
 - Analyze & monitor the cost associated with the company's product.
 - Conduct month end account closing activities.
- Senior Officer – Accounts & Finance** Jan 2018 - Oct 2023
Major Responsibilities:
 - Calculate the cost of product & cost of goods sold for each product.
 - Check daily expenditure, vouchers, bills & requisition slips.
 - Prepare payment voucher, journal voucher, receipt voucher etc.
 - Deduct appropriate Tax & VAT from vendors'/suppliers' invoices.
- Officer – Accounts & Finance** Jan 2015 - Dec 2017
Major Responsibilities:
 - Handling all cash & bank related activities.
 - Prepare bank reconciliation statement.
 - Daily recording & posting of transactions in the ERP software.
 - Arrange suppliers' payment through cheque, RTGS/BEFTN.

EDUCATION

- Master of Business Administration (MBA)**
Accounting & Information Systems
Jagannath University, Dhaka
CGPA: 3.29 (Out of 4) 2014
- Bachelor of Business Administration (BBA)**
Accounting & Information Systems
Jagannath University, Dhaka
CGPA: 3.34 (Out of 4) 2013

REFERENCES

Mr. Abdullah Al Mamun
General Manager
C. P. Bangladesh Co., Ltd.
Mob : 01766-668853

Mr. Anup Kumar Sarkar
Department Manager
C. P. Bangladesh Co., Ltd.
Mob : 01730-325273