



M. A. AWAL

I am a person of enjoying to deal with data—either numeric or non-numeric, or both. It is my passion to create value in my professional field—accounting and finance where I will be working not for myself but working as a leading team member. Believing in professional and personal growth mindset is my core strength, and that is why I utilize my time in continuous learning and development to make positive impact in my life. Whatever I think and do, I make sure it comes with integrity and quality.



Contact Info

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EDUCATION

MBA, Banking | University of Dhaka, CGPA 3.31 | Year 2017

BBA, Banking & Insurance | University of Dhaka, CGPA 2.93 | Year 2015

HSC, Business Studies | Dhaka Commerce College, GPA 5.00 | Year 2008

SSC, Business Studies | Mirpur Bangla High School, GPA 4.88 | Year 2006

EXPERIENCE

Accounts Executive, OPPO Bangladesh Communication Equipment Co. Ltd., Dhaka | August 2020 – December 2020

I streamlined the daily sales record worksheet, which resulted more correct and efficient sales report on daily basis. It helped my team to make monthly report more efficiently that speed up the reporting time by 30%. I crossed-checked daily cash deposits of company's sales outlet. Moreover, at the end of the month I teamed with my manager to update monthly stock checking.

Finance Executive, Rancon Trucks & Buses Ltd., Dhaka | October 2017 – September 2018

I was responsible for various responsibilities—from accounts recording to accounts management of the company. I updated accounts headings in the Tally ERP system that helped to follow proper accounting procedures. I facilitated the vendor's payments flow on basis of the availability of company's funds by ensuring proper documentation, approval, and disbursement timing. I also ensured the timely payment of company's TDS and VDS of each month. I prepared financial statements—income statement, balance sheet as well as bank reconciliation. I disbursed salary and maintained petty cash. I also worked on bank loan aging report that facilitated financing streams of the company.

Intern, Janata Bank Ltd., Dhaka | February 2015 – April 2015

I mainly worked at checkbook issuing department. Besides, I worked for somedays at utility bill collection and pensioner monthly payment.

SKILLS

- Accounts records
- Accounts preparation
- Accounts management
- Accounting software—Tally ERP, QBO
- Data analysis
- Documentation
- Emotional intelligence
- Financial reporting
- Language—English (Fluent), Bangla (Native), Hindi (working)
- MS office—Word, Excel, PowerPoint
- Negotiation
- Typing—54WPM, 99.1% accuracy



International Financial Reporting Standards (IFRS) – 1, Coursera | HSE University | October 2021

Ask Questions to Make Data-Driven Decisions, Coursera | Google | September 2021

Microsoft Excel, 10 Minute School | September 2021

Statistics Fundamentals, Corporate Finance Institute (CFI) | September 2021

Foundation: Data, Data, Everywhere, Coursera | Google | September 2021

Typing Certificate, Ratatype | September 2021

Capital IQ Fundamentals, Corporate Finance Institute (CFI) | August 2021

Introduction to Corporate Finance, Corporate Finance Institute (CFI) | August 2021

Introduction to ESG, Corporate Finance Institute (CFI) | August 2021

Accounts Management System (AMS), Coders Trust Bangladesh | May 2021

XERO Advisor Certified, XERO Online, NZ | April 2021

Data Science Fundamentals, Corporate Finance Institute (CFI) | March 2021

Introduction to BI, Corporate Finance Institute (CFI) | March 2021

Excel Crash Course for Finance, Corporate Finance Institute (CFI) | March 2021

Reading Financial Statements, Corporate Finance Institute (CFI) | March 2021

Accounting Fundamentals, Corporate Finance Institute (CFI) | March 2021

English for Media Literacy, US Department of State | OPEN MOOCs | January 2021