

Md. Maruf Amani

H # 79, Lane # 3, 212 South Kutubkhali, Dania, Jatrabari, Dhaka-1236

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Career Objective:

To succeed in an environment of growth and excellence and earn a job which provides me self-development and help me achieve personal as well as organization goals.

Employment History:

▪ **Finance Executive (February 19, 2017 – Continuing)**

ACI Limited

Company Location: ACI Centre 245, Tejgaon Industrial Area Dhaka 1208, Bangladesh

Department: Finance & Planning

Duties/Responsibilities:

- Prepare Management reports.
- Support Legal accounts.
- Budget & Estimation Work.
- Product Costing Daily & Monthly Basis.
- Prepare Various Reports to Support Finance & Business.
- Monitoring & Scheduling Advances, Receivables & Payables.
- Prepare Bank Reconciliation.
- Stock Reconciliation of RM, PM & FG Monthly Basis.
- Supervise Factory Accounts.
- Fund Management.
- Review and verify invoices and expenses and set up for payment after proper approval.
- Support Procurement.
- Factory Petty Cash Management & Fund transfer Procedure.
- Factory Audit.

▪ **Executive Officer (Accounts) (August 02, 2014 - February 16, 2017)**

Narayangonj Stock Garments

Company Location: 49 Kutubkhali, Dania, Jatrabari, Dhaka- 1236

Department: Accounts

Duties/Responsibilities:

- Accounts management.
- Preparing Financial Reports & Audit functions.
- Posting all kinds of vouchers in Tally ERP Software.
- Monitoring day to day operation of Accounts & Finance of the assigned units of the Group.
- Ensure the overall responsibility of the project financial management including financial control.
- Daily petty cash maintains and reconcile and approved by management.
- Common salary and admin cost disbursement.
- Day to day financial reporting to management.

Educational Qualifications:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA	Accounting & Information System	Jagannath University	CGPA:3.48 out of 4	2012
BBA	Accounting & Information System	Jagannath University	CGPA:3.50 out of 4	2011
H.S.C	Business Studies	Notre Dame College	CGPA:4.5 out of 5	2007
S.S.C	Business Studies	A. K. High School	CGPA:5 out of 5	2005

Professional Qualifications:**CMA** (Cost and Management Accountants)

Result : FL Qualified (700 marks completed)
Institute : The Institute of Cost and Management Accountants of Bangladesh (ICMAB)

Computer Literacy:

- ✓ Microsoft Office 2003,2007,2010, 2013 package program
- ✓ Accounting software: Tally .ERP 9
- ✓ Outlook
- ✓ Internet & web browsing
- ✓ Windows desktop environment
- ✓ Graphics software: Adobe Photoshop

Language Skill:

Native : Bengali
Foreign: English

Extracurricular Activities:

- Former Member of Notre dame English Club
- Organizing various cultural activities.
- Former member A.K. High School Cricket Team.

Personal Information:

Father's Name	: Md. Fakhrul Islam
Mother's Name	: Marzina islam
Permanent Address	: H # 79, lane # 3, 212 South Kutubkhali, Dania, Jatrabari, Dhaka-1236
Date of Birth	: 29 October, 1989
Marital Status	: Unmarried
Religion	: Islam
Nationality	: Bangladeshi
Blood Group	: O ⁽⁺⁾ ve

References:

Reference: 01

Name	: Mr. Md. Masum-Ur-Rahaman
Organization	: Jamuna Television
Designation	: Senior Manager Broadcast Operation & IT
Address	: KA-244, Kuril, Progoti Sharani, Baridhara, Dhaka, Bangladesh.
Mobile	: +880 1817 143642
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Reference: 02

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