

MD. GOLAM MOSTAFA

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CAREER OBJECTIVE:

To build up a professional career in a dynamic organization which will facilitate me to handle any challenging activity by applying professional advancement and helping the organization with maximum efforts to achieve its ultimate goal.

WORKING EXPERIENCE:

Jr. Executive (November 3, 2018- Continuing)

Akij Group

Company Location: Akij House, Bir Uttam Mir Shawkat Sarak (Gulshan Link Road). Tejgaon, Dhaka-1208

Department: Akij Resource Ltd.

Duties/Responsibilities:

- Maintain Akij Flour Mills Ltd Distribution & Sales Order Process in ERP (sales admin)
- Preparation of Party Balance reconciliation statements and maintain all kinds of voucher, general ledger and different register related to Finance and Accounts.
- Maintain and Manage files on the ERP system.
- Internal Audit.
- Entry & Analysis Company Vehicle cost (Logbook) & Company delivery challan, bill, Voucher on the ERP system
- Asset Management and Tagging.
- Other responsibilities assigned by the supervisor for daily routine activities.

Cashier (April 1, 2018- July 31, 2018)

Epyllion Holdings Limited (Sailor)

Company Location: Plot-227/A, Tejgaon-Gulshan link road, Tejgaon, Dhaka-1208, Bangladesh

Department: Sales

Duties/ Responsibilities:

- Handle cash, credit or cheque transactions with customers.
- Scan Goods and Collect payment.
- Count Money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Resolve customer complaints, guide them and provide relevant information.
- Keep reports of transactions.

Computer Operator (March 24, 2014- January 31, 2015)

Intelligent image management Ltd.

Department: Management

Duties/ Responsibilities:

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

ACADEMIC QUALIFICATION:

Exam Title	Concentration/Major	Institute	Result	Pass Year	Duration
M.B.A	Accounting	Siddheswari university	Running	2018	2017-2018
B.B.A(Hon's)	Accounting	Siddheswari university	CGPA:2.73 Out of 4	2017	2013-2017
HSC	Business	Gulshan commerce college	CGPA:3.40 Out of 5	2012	2010-2012
SSC	Business	Banani model school	CGPA:3.69 Out of 5	2010	02

LANGUAGE PROFICIENCY:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium
Hindi	Medium	Low	Medium

COMPUTER SKILL:

- Typing speed: 30 wpm in English and 20 wpm in bangle.
- Have a good knowledge in MS office and other necessary computer applications.
- MS word, MS XL, MS power point etc.

ADDITIONAL QUALITIES:

- Good communication skill
- Able to work under pressure
- Flexible and self-motivated
- Honest and Responsible
- Positive and professional attitude

EXTRA CURRICULAM ACTIVITIES:

- Participated in many govt & non govt cultural activates at different places
- Participated various program of rotary club
- Maintain (35+) members co-operative society as a cashier

INTEREST:

- Learning new things
- Teaching
- Travelling
- Bike riding
- Watching movies

PRESENT ADDRESS:

House No: 490 Road: 05, B.T.C.L Colony
P.O: Banani P.S: Banani
Dist: Dhaka Zip Code: 1213

PERMANENT ADDRESS:

Vill: Daspara, P.O: Daspara,
P.S: Ramgonj, Dist: Laxmipur.
Zip Code: 3710

PERSONAL INFORMATION:

Father`s Name : Md. Lahaj Uddin
Mother`s Name : Mrs. Sufia Begum
Date of Birth : 27th, December, 1995
Nationality : Bangladeshi
National Id : 7783935195
Birth Certificate : 19952692519063864
Passport No : BM 0717701
Height : 5'11"
Religion : Islam
Sex : Male
Marital Status : Married
Blood Group : A⁺

REFERENCE:

Name	S.M. Monjurul Islam	Md. Rabiul Alam
Organization	Akij Infotech Ltd	Akij Textile Mills Ltd
Designation	Senior Manager	Assistant Manager
E-mail	Monjurul.corp@akij.net	<u>Rabiul.atml@akij.net</u>
Relation	Professional	Professional