

**RESUME
OF
AYEINAL HOQUE**

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MAILING ADDRESS:

Courtbari, Faidabad Madrasah,
Daskhinkhan, Uttara, Dhaka-1230.

➤ **CAREER OBJECTIVE:**

Intend to work in a challenging & competitive environment where the strong sense of responsibilities & commitment are required where the dignity of work provides job satisfaction & place of the work provides potential avenues for learning, growing and achieving a top position.

➤ **CAREER SUMMARY:**

Accountant with more than 02 years of Finance and Accounting Experience. Expertise in Preparing financial statements, monitoring daily cash Transaction, developing annual budget and recording all financial activities. A remarkable experience of working in accounts department financial and accounting system with advanced skill in Microsoft Office and exposure in Tally.

➤ **SPECIAL QUALIFICATION:**

To newly introduced packages. Working knowledge of Microsoft Windows & Office Application, Accounting software Tally. Hands-on experience in tailor-made accounting packages and ability to understand and adapt Basic knowledge of computer hardware & software.

➤ **EMPLOYMENT HISTORY:**

Total Year of Job Experience: **2 Year (s)**

1) **Company Name** : **Shurjer Hashi Clinic, Swanirvar Bangladesh.**

Position (Post) : **Officer (Accounts)**

Location : **Branch Office: 14, Dharendra Plaza, College Get, Tongi, Gazipur.**

Work duration : **19 August, 2018 to till now.**

➤ **HANDLING / WORK RESPONSIBILITIES:**

The role of account officers involves a variety of duties and responsibilities related to managing and analyzing their employers' finances. Important account officer duties and responsibilities include the following:

- ✓ Maintenance of petty cash, cash book/ledger etc.
- ✓ Handling daily banking tasks including maintaining banking transaction & prepare monthly reconciliation statement
- ✓ Making payments by verifying documents and compliance of policy
- ✓ Preparation of receipts and payments account and ensure timely reporting
- ✓ Preparation of monthly, quarterly, half yearly & yearly accounts
- ✓ Payroll management, cash disbursement & Bank correspondence
- ✓ Monitoring and assisting regular /periodical depot inventory management
- ✓ Perform the routine accounting job like voucher entry, bill booking, cash handling etc.
- ✓ Perform VAT & TAX related works including compliance of necessary regulatory formalities on the same
- ✓ Any other jobs as and when required by the management.

➤ **EDUCATIONAL QUALIFICATION:**

❖ **Masters of Business Administration (MBA):**

Board / University : National University
 Institute : Govt. Ashek Mahmud College, Jamalpur.
 Subject : Accounting
 Passing Year : 2019
 Result obtain : Enrolled

❖ **Bachelor of Business Administration (BBA): Hon's**

Board / University : National University
 Institute : Govt. Ashek Mahmud College, Jamalpur.
 Subject : Accounting
 Passing Year : 2018
 Result obtain : C.G.P.A 2.54 Out of 4.00

❖ **Higher Secondary Certificate (H. S. C):**

Board : Dhaka.
 Institute : Islampur College
 Group : Business Studies
 Passing Year : 2014
 Result obtain : G.P.A 4.80 Out of 5.00

❖ **Secondary School Certificate (S. S. C):**

Board : Dhaka.
 Institute : Shirajabad High School
 Group : Business Studies
 Passing Year : 2012
 Result obtain : G.P.A 4.25 Out of 5.00

➤ **TRAINING SUMMARY:**

Training Title	Topic Covered	Institute	Country	Location	Year	Duration
Certificate in Computer Science & Application	Windows Operating System, MS Word, MS Excel, MS Power Point, MS Access, Adobe Photoshop, Internet & E-mail, etc.	(Shuvo Computer Center) A Project of World Information Technology Foundation Approved by Govt. of the People's Republic of Bangladesh	Jamalpur	Thana Gate, Islampur, Jamalpur.	2015	02 Month

➤ **CAREER AND APPLICATION INFORMATION:**

Looking For : Mid-Level Job

Available For : Full Time

Present Salary : Tk. 18000

Expected Salary : TK. 25000

Preferred Job Category : Garments/Textile, General Management/Admin, HR/Payroll Org.
NGO Project Development, Other Special Skilled Jobs

Preferred District : Anywhere in Bangladesh.

Preferred Organization Types : Garments, Software/IT Firm, Group of Companies, NGO, Bank,
Trading or Export/Import, Textile, Hospital, Medical Equipment

➤ **SPECIALIZATION:**

Fields of Specialization
<ul style="list-style-type: none"> • Experience in the field of Finance and Accounting • Cost & Management Accounting • Financial accounting • Accounting Software • Compensation & Benefits • Bangladesh Labor Law • Recruitment & Selection • Job Analysis & Manpower Planning • Training & Development • General HR

➤ **LANGUAGE PROFICIENCY:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium
Arabic	Medium	Medium	Medium

➤ **SELF ASSESSMENT:**

Excellent communication & Interpersonal sensibility, proactive and self-motivated Energetic, honest, responsibility and sincere about time & work.

➤ **INTEREST & HOBBIES:**

I like to read book, Journey in various place, Traveling, Watching Cricket, Movie, Social & other works.

➤ **BIOGRAPHICAL INFORMATION:**

Father's Name : **Dolu Sheakh**
Mother's Name : Amina Begum
Date of Birth : November 30, 1995
Place of Birth : Jamalpur
Home District : Jamalpur
Gender : Male
Nationality : Bangladeshi (By birth)
National ID No. : 6413891034
Religion : Islam
Marital Status : Married
Height : 5 Feet 6 Inches
Weight : 60 Kg
Blood Group : O (Positive)
Permanent Address : Village: Bahadurpur, Post Office: Shirajabad, Thana: Islampur, District: Jamalpur-2020.
Current Location : Dhaka.

➤ **REFERENCE:**

1) Md. Tofazzal Hossain General Manager (GM) (Head of HR & Com;) Basic Apparels Ltd. Abdullahpur, Uttara, Dhaka-1230.	2) Abdul Gaffer Romel CEO (JIBIKA HRM) Jibika Plexus Ltd. Ka/228 (4 th Floor), Progoti Sharani, Vatara, Dhaka-1229.
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➤ **ACKNOWLEDGEMENT:**

I declare that all the information stated in this resume is true & authentic; complete to the best of my knowledge. I shall be glad to answer any queries that you may have in this regard.

Ayeinal Hoque

SIGNATURE