

**RESUME OF**  
**Md. Rasadul Islam**

Mailing Address:  
Md. Rasadul Islam  
C/O: Md. Mofiz Uddin,  
Vill: Ramnagar, P. O.: Dinajpur -5200,  
P.S.: Kotwali, Dist: Dinajpur.  
Mobile No: 01722251749,  
E-mail: rasadislam749@gmail.com



**Career Objectives**

As a hardworking person with a passion for education and a comprehensive range of skill, I feel that I would be an outstanding candidate for full-time work. My skill include- strong Accounting knowledge, written and verbal communication in English, analytical ability, basic computer skill and internet accessibility etc. Who can work effectively with efficiently by providing support to achieving Organizational goal or a set of goals.

**Career Profile**

I have completed my study BBS and MBS at Dinajpur govt .collage, and MBA at HSTU , Dinajpur. I believe, already I have achieved a sound knowledge about Accounting, Management, communication, Finance, Economic, Marketing and also related other subject. Also have I high level of creativity so that I can utilize the best of my theoretical, practical, Technical & Research skill based on my Academic knowledge.

**Educational Background**

Name of Exam	Name of Institution	Board/University	Passing Year	Group	G.P.A/ class	Duration
<b>MBA</b>	Hajee Mohammad Danesh Science & Technology University, Dinajpur	Hajee Mohammad Danesh Science & Technology University, Dinajpur	2015	<b>Finance</b>	<b>3.69</b>	2 years
<b>M.B.S</b>	Dinajpur govt .college, Dinajpur	National University	2011	Accounting	<b>1<sup>st</sup> class Marks :67.6%</b>	1 year
<b>B.B.S (Hon's)</b>	Dinajpur govt .college, Dinajpur.	National University	2010	Accounting	<b>1<sup>st</sup> class Marks :62.74%</b>	4 years
<b>HSC</b>	Dinajpur Govt. commercial instituted College, Dinajpur	Dhaka	2006	Business Studies	<b>3.56</b>	2 years
<b>SSC</b>	Chehelgazi Shikha niketon, Dinajpur	Rajshahi	2004	Humanities	<b>3.31</b>	2 years

**Personal Information**

- Name : **Md. Rasadul Islam**
- Father's name : Md. Mofiz Uddin
- Mother's name : Rasada Begum
- Permanent address : Vill.- Ramnagar, P.O.: Dinajpur-5200, District: Dinajpur.
- Present address : Vill.: Mordan More , P.S.: Cadet college, District: Rangpur.
- Contact Number : +8801722251749 or 01913690682

- Date of birth : The 10 August, 1989
- Sex : Male
- Nationality : Bangladeshi (By Birth)
- Religion : Islam
- Occupation : Student
- Marital status : Married
- Height : 5' 7"
- Blood Group : O<sup>+</sup> (Positive)

## PROFESSIONAL EXPERIENCES:

### Previous Employment # 01

Name of organization : PRAN RFL GROUP  
 Designation : Executive  
 Department : Warehouse & Accounts  
 Duration : 20 April, 2015  
 Address : Hobigong industrial park ( HIP)

#### Duties/Responsibilities:

1. accounts & store related work. SCM software excels use for store & accounts work.
2. Maintain daily stock & prepare forecast as per demand, prepare purchase order.
3. Ensure local procurement & supply items, in time Raw materials, Printing, Packaging & any kinds of officials` goods as per requirement of Factory & Head office.
4. Responsible for Management of total Store, Responsible for storage finished products, raw materials and spare parts and operational stock.
5. Responsible for day to day check on the storage and update, ensuring that quality objectives and delivery deadlines are met.
6. Daily receipts & payments , MIS report , Stock report prepare, Check bill, vouchers, registers and all other related documents to ensure proper record keeping, Check MRR, Stock Ledger, Gate pass, Challan, Petty cash of project, Materials incoming & outgoing records to prepare report and submit to head of department.

### Previous Employment # 02

Name of organization : TVS Auto Bangladesh Ltd  
 Designation : Executive Accounts and Finance  
 Department : Accounts  
 Duration : 10 July, 2016 to still now  
 Address : TVS Auto Bangladesh Ltd  
 Mordan More (Cadet College Gate), Rangpur.

#### Duties/Responsibilities:

1. Prepare petty cash book.
2. Prepare VAT (Mushok) 11, 16, 17, 18, 19.
3. Prepare money received.
4. Prepare Daily Report.
5. Prepare Monthly Report.
6. Prepare Vat Return.
7. Prepare Inventory Report.
8. Prepare financial and non-financial audit reports.
9. Regular verification of purchase, sales, stock, distribution & others as per requirements.
10. Physical verification of cash & check bank transaction with bank statement;

11. Physical verification of stock, stores & fixed assets.
12. To check all receipts, payments, transfer and journal vouchers.
13. Preparation of monthly, quarterly, half yearly & yearly accounts.
14. Maintain monthly payable and receivable including all party accounts.
15. Ensure timely payment to suppliers, preparation and allocation of vouchers.
16. Maintain banking transaction & prepare monthly reconciliation statement.
17. Ensure proper maintenance of petty cash.
18. Perform the routine accounting job like voucher entry ,bill booking, cash handling etc.
19. Assist the Departmental Manager in preparing MIS reports.
20. Monthly Bank Reconciliation statement preparation.
21. VAT returns Preparation.
22. To assist in Head Office and Plant Inventory Audit i.e physical count of stock.
23. Generating Bills/Invoices, Maintain purchase ledgers and monitor Receivable & Payable Management.
24. Preparing & Maintain of companies fixed Asset register.
26. Preparing & checking Salary, overtime & related work.
27. Checking party bills, Suppliers bill & related work.
28. Preparing salary, Labor wages, over time, Attendance allowance, Driver daily allowance bill.
29. Prepare monthly, quarterly and annual financial statements including Balance Sheet Profit and Loss account and Cash flow statements.
30. Ensure company expenses statement.

#### **Language Proficiency:**

I have Good communication skills at English and can talk fluently with others. My medium of instructions in undergraduate level is English. All the class lectures, presentations, Assignments, report writings & examinations are conducted in English. I have an excellent oral & writing skill in English as a foreign language besides Bengali.

#### **Self Motive**

- ❖ Strong interpersonal communication skills.
- ❖ Optimistic, confident and friendly.
- ❖ Challenging and Self-motivated.
- ❖ Have a good physical an active and ambitious.

#### **Computer Competencies**

- ❖ Have completed the Computers in Business as a course of BBS.
- ❖ Have sound knowledge on Microsoft Office application (MS-Word, Excel, and Power Point.)
- ❖ Capable of utilizing search engines efficiently and collect accurate & relevant information.
- ❖ Internet Browsing, E-mailing.

#### **Self Specialty:**

- ❖ Good command over English (Both written and spoken)
- ❖ Competent to teaching students carefully and memorize to the students.
- ❖ Experience in data collection, site selection, group formation, group discussion and training schedule preparation.

#### **Short Courses/ Training**

- ❖ Having completed Three (3) Months-long diploma in Office Management at Information Technology Vision Training Institute, Dinajpur.

### References

<b>Professor Dr. A. T. M. Rezaul Hoque</b> Dean, Faculty of Business Studies, Hajee Mohammad Danesh Science and Technology University, Dinajpur Mobile: +8801712915251 E-mail: luizareza@gmail.com	<b>MD. Farijul Islam</b> Asst.lecture, Faculty of Business Studies, Hajee Mohammad Danesh Science and Technology University, Dinajpur Mobile: +8801738077278 E-mail: <a href="mailto:farijulmkthstu@gmail.com">farijulmkthstu@gmail.com</a>
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I, hereby declare that the above information's are true to the best of my knowledge and belief.

**(Md.Rasadul Islam)**

