

Resume of MOSTAFIZUR RAHMAN

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OBJECTIVE

I want cognitive growth in my career keeping intuitive & satisfactory performance level all the way. I am committed in integrating myself with the family of the employer company & aim at the benefit of the family as the whole, utilizing my toil.

PROFILE SUMMERY

A highly motivated Credit, A/R and Collections professional with a verifiable record of accomplishment spanning two years. Highly creative, recognized as a results-oriented and solution-focused individual. **Areas of strength include:**

- Accounts Receivable
- Legal Aspects of Collections
- Communication Skills
- Time Management Skills
- Research Abilities
- Problem Collections
- Organizational Skills
- Computer Literacy
- Work as Team Player
- Presentation & Negotiation



Special Qualification:

Four solid years in the credit control field, Good background in collection, Ability to maintain high level of confidentiality, Quality writing and communication skill, and Strong ability to multi task under pressure.

KEY JOBPROFILES:

Total Year of Experience : 7.3 Year(s)

1. Senior Officer- Credit Control, Finance (September 11, 2011 - Continuing)

Paxar Bangladesh Ltd.(A subsidiary of Avery Dennison BD Ltd.)
Responsibilities:

01. Follow-up customer with credit policy.
02. Visiting debtors to collect payments.
03. Keep relation with banks for collection.
04. Chase overdue invoices by telephone, email & letter within agreed timescales
05. Keeping close liaison with the marketing and sales department so that credit issues are resolved smoothly.
06. Handles a ledger as part of a credit team
07. Prepare Commercial Invoice
08. Maintains accurate and up to date customer details and account records
09. Makes adjustments, handles queries and resolves problems within company guidelines and policy
10. Posting and allocating daily receipts to accounting systems
11. Maintain Sales Register

Dhaka, Bangladesh



12. VAT-11 Challan prepares
13. Submit VAT Return
14. Maintain VAT books as per customs acts.
15. Liaison with custom personnel.
16. Pricing Maintenance of oracle. (Oracle Applications: 11.5.10.2)
 +Responsible of all kinds of pricing related issues.
 +Advanced Pricing Setups and Configurations like Price Lists, Modifiers and Qualifiers.
 + Accurately apply pricing to incoming orders with full integration with other Oracle Order Management.
 + Improve process flow and user documentation for oracle pricing module and enhance user knowledge and competency
17. Keep relation with Product development team and sales team.

The Daily Jaijaidin (Jaijaidin Publications)

Responsibilities:

01. Collect Advertisement
02. Keep relationship with the concerning officer
03. Full fill the demand of the relevant party
04. Create new Clint
05. Collect payment from the customer

Dhaka, Bangladesh



3. **Accounts Officer- Accounts** (May 22, 2010 - February 28, 2011)

Quality Can industries Ltd

Responsibilities:

01. Bill/ Invoice preparation
02. Customer credit follow up
03. Set collection targets and monitor the same
04. Perform the monthly bill collections as per company credit policy.
05. Account Receivable tracking and collection
06. Accounting Software Entry
07. Posting/ Presentation of all Ledger/Vouchers
08. Inventory Reconcile
09. Banking Correspondence
10. Bill Voucher Checking
11. Reconcile of Bank Statement/ Follow-up
12. Assist Manager to Prepare Other Report

Dhaka, Bangladesh

EDUCATION

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Operations Management	East West University	Enrolled	2017 Est.	2.5
MBS	Accounting	National University	Second Class	2008	1year
B.com(Hon's)	Accounting	National University	Second Class	2007	4 Year
HSC	Business Studies	Dhaka Board	CGPA:3	2003	2 Year
SSC	Business Studies	Dhaka Board	CGPA:3.25	2001	10 Year

Certifications:

Training Title	Topic	Institute	Country	Location	Year	Duration
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Advance excel 2010 training	Excel 2010 - Part 1 Excel 2010 - Part 2 Excel 2010 - Part 3 Excel 2010 - Part 4 Excel 2010 Pivot Tables Excel 2010 Power Pivot Excel 2010 - VBA Excel 2010 Transition from Excel 2003	New Horizons CLC of Bangladesh	Bangladesh	Momtaz Plaza (3rd Floor), Dhanmondi, Dhaka - 1205.	2015	20 Hour
Special English Course	English for work place	Notre Dame Collage	Bangladesh	Dhaka	2008	6 Month

Career and Application Information:

Looking For : Mid-Level Job
 Available For : Full Time
 Preferred Job Category : Accounting/Finance, Commercial/Supply Chain
 Preferred District : Anywhere in Bangladesh.

Co-Curricular Activities:

General member in a Recitation club
 Member in a Cyclist group
 Member in a traveler group
 Organized many event in school and college level

Language Proficiency:

🌀Fluent: English, Bengali 🌀Intermediary: Hindi

Personal Details :

Father's Name : Delwar Hossain
 Mother's Name : Yeasmin Hossain
 Date of Birth : January 19, 1987
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National Id No. : 5918433732987
 Religion : Islam
 Permanent Address : Village & P. O.: Mazidpur Dayahata, PS: Sreenagar, District: Munshiganj.
 Current Location : Dhaka

Reference (s):

	<u>Reference (Academic)</u>	<u>Reference (Professional)</u>
Name	: Abdullahil Azeem, Ph.D.	Khaled Bin Azeer FCMA
Organization	: East West University	Premier LP Gas Limited
Designation	: Professor	Finance Controller
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Relation	: Academic	Professional