




## **CURRICULUM VITAE**


### **MD. SOHAG MIA**

#### **CAREER OBJECTIVE:**

To work in a well renowned organization in the field of Accounts & Finance to establish myself as a specialist through practical and professional experience in some specific Accounts and Finance.

#### **CONTACT:**

 College gate, Tongi, Gazipur.

 **+8801868199693**

 **[sohagpdf@gmail.com](mailto:sohagpdf@gmail.com)**

 **<https://www.linkedin.com/in/md-sohag-mia-7291751b3>**

#### **SPECIAL QUALIFICATION:**

- 05(+) years' experience Pharmaceuticals Company.
- Qualified to Work in ERP & SAP software.
- Payroll Processing.
- Account Reconciliation.
- Expense Report.
- Having good experience in Microsoft Excel Specially (VLOOKUP, SUMIF, Pivot, data analysis, Validation and Sanitization);

#### **EMPLOYMENT HISTORY:**

- **Accounts Assistant**  
**Popular Pharmaceuticals Limited.**  
**Company Location: 164, Tongi Industrial Area.**  
**Department: Accounts.**  
**Duration: 26<sup>th</sup> July 2016 to Continuing.**

##### **Job Responsibilities:**

- To generate Half-month salary for Approximately One Thousand Workers from ERP software.
- To generate Monthly Overtime sheet for Officers and Workers from ERP software.
- To monthly cash salary and cash overtime payment to Officers and workers.
- To generate end of the month excess overtime report.
- To assist petty cash posting work in SAP software.
- To assist in the opening Rocket Account related work.
- To assist in the any Accounts related work.

#### **TRAINING:**

**Training Title:** Diploma in Computer Science & Programming.

**Training Topic:** Computer Fundamentals, Windows, Ms-Word, Ms-Excel, Ms-Access, Ms-Power Point, Trouble Shooting, Internet E-mail, Programming: Q-Basic, Visual Basic, Access Etc.

**Institute:** National Youth Development Training Centre

**Location:** Chandpur

**Year & Duration:** 2015 (06 Month)

## **ACADEMIC QULAIFICATION:**

➤ **Bachelor of Degree (Pass)**

Institute: **National University**

Major : BBS

CGPA : 2.71 out of 4.00

Passing Year : 2019

➤ **Higher Secondary Certificate (HSC)**

Institute: Sujatpur Degree College

Major : Business Studies

CGPA : 3.33 out of 5.00

Passing Year : 2016

➤ **Secondary School Certificate (SSC)**

Institute: Sujatpur Nesaria High School

Group : Business Studies

CGPA : 4.06 out of 5.00

Passing Year : 2014

## **LANGUAGE SKILLS:**

➤ **Bangla**

Reading : High

Writing : High

Speaking : High

➤ **English**

Reading : Medium

Writing : Medium

Speaking : Medium

## **PERSONAL DETAILS:**

➤ **Details:**

Name : Md. Sohag Mia

Father's Name: Md. Shahid Ullah

Mother's Name: Fatema Begum

Date of Birth : 29-07-1998

Gender : Male.

Marital Status: Unmarried

Nationality: Bangladeshi

Religion : Islam.

National ID No: 1504942176

➤ **Permanent Address:**

Village : Maddah Islamabad

Post Office : Nandalalpur

Police Station : Matlab Uttar

District : Chandpur.



(Sohag Mia)