

Curriculum Vitae Of Md. Arafat Hossain

Address: 49/6 West Raza Bazar Tejgaon sher-e- Bangla Nagor Dhaka 1207.

Mobile: +88 01818294625

E-Mail: arafat4625@gmail.com



❖ Career Objective:

☐ With my knowledge and skill, I am looking for opportunity for better exposure of myself in any renowned domestic and multinational company, foreign trade office, Banking sector, service sector for implementing my experience and intend to develop, my career by working in challenging and competitive environment where sense of responsibility and commitment are required.

❖ Working Experience 1:

Name of Organization: Unique Eastern (pvt) Ltd, A concern of unique Group

Designation: Accounts officer Duration: October 2017 – Continuing

Job Responsibility:

- ☐ Debit voucher prepared & posting in Boss software
- ☐ Receipt voucher posting in Boss software
- ☐ Purchase voucher checking & Posting in Boss software
- ☐ Sales voucher posting in Boss software
- ☐ Operation General Banking of the Company.
- ☐ Monthly Bank Reconciliation ☐ Perform any other assignment given by the authority ☐ Daily Bill Register ☐ Cash Receive & Bank Deposit ☐ Cash withdraw & Dispatch ☐ vendor Bill & supplier bill payment process ☐ Foreign Remittance Document Submission & Customer Service ☐ Develop annual plans, contribute to longer term strategies and improvements to policies, systems and procedures to ensure services provided support UE strategic objectives and are in compliance with corporate policies, standards, regulations and processes. ☐ Provide administrative and coordination support to procurement strategies in accordance with company, regulations, policies and strategies
- ☐ Coordinate in preparation of estimated cost, performing budget reports, making primary analysis of variance among budget, market price and actual expenditures and cross checking consistency of figure.
- ☐ Support Project Manager/s to keep the budget on track by timely processing expenditures and income. .
- ☐ Provide inputs to the preparation of procurement plans for programmers/projects;
- ☐ Review procurement requests and support procurement procedures for office and equipment, supplies and services, as necessary;
- ☐ Delivery Partners and Vendors with submission of payment requests to Finance after securitizing them as per invoicing method.
- ☐ Review the respective documents and take necessary action for approval process of CEO
- ☐ Support assets management, inventory management, logistics consumption, notifying purchase and prepare reports;
- ☐ Proper and accurate maintenance of files and databases system for field activities, documents are easily retrievable.

❖ Working Experience2:

Name of Organization: Mosharaf Group

Designation: Accounts officer

Job Responsibility: Duration: July 2016 – February 2017

☑ Payment collection from different clients and prepare money receipt for them and posting it to accounting software.

☑ Perform Pay-order, Cheque disbursement and other bank related work and monthly bank reconciliation.

☑ Petty Cash Management ☑ identified a problem and solved it ☑ come up with a new idea that improved things ☑ Developed or Implemented new procedures or systems

☑ worked on special Projects

☑ been complimented by your supervisor or co-workers. ☑ Increased revenue or sales for the company ☑ Contributed to good customer service.

☑ Regularly reporting to Project Coordinator on field activities progress, issues, & other information relevant with field activities & implementation & propose modifications on relevant project operational aspects in the field.

☑ Liaising with account management team & supporting in implementation of capacity building activities around financial literacy & budget management in coordination with relevant stakeholders & implementing partners.

❖ Working Experience 3:

Name of Organization: Frist Security Islami Bank Ltd.

Designation: Internship

Job Responsibility: Duration: March 2015 – June 2015

☑ Customer Service

☑. Account opening section,

☑ Bills and clearing section,

☑ Remittance section, ☑ MTDR section, ☑ Accounts section, ☑ Other service.

☑ Evaluate agreed quality is being ensured in delivery, Ensure client satisfaction, Reporting.

❖ Volunteer working Experience:

☑ Worked as a Associate Student Counselor in career Development Center (CDC), DIU

☑ provided voluntary support in enormous Sanitation, Vaccination, Blood Donation, Tree Plantation, and Traffic Week & national/International day celebration with Daffodil International University

Educational Qualification

Master of Business Administration (MBA)

: Major in Finance

Institution

: Daffodil International University

Result

: CGPA 3.20 out of 4.00

Year of Passing : 2015

Master of Business Studies (M.B.S) : **Major in Accounting**

Institution : **National University**

Result : 2nd class

Year of Passing : 2012

Bachelor of Business Studies (B.B.S) : **Business of Studies**

Institution : National University

Result : 2nd class

Year of Passing : 2010

Higher Secondary Certificate (H.S.C) : **Commerce Group**

Institution : Agarpur Degree College

Board : Barisal Education Board

Result : CGPA 3.90 out of 5.00

Year of Passing : 2006

Secondary School Certificate (S.S.C) : **Commerce Group**

Institution : Agarpur Altam Memorial High School

Board : Barisal Education Board

Result : CGPA 3.56 out of 5.00

Year of Passing : 2004

❖ **Extra curriculum Activities/Achievements:**

☐ General Knowledge and Quiz Contests -You will find lots of quiz contests in your, college & university, online and in your neighborhood. Some radio stations in conduct quiz contests where you have to call in and answer questions to win prizes ☐ College playing regular sports like football and cricket etc.

❖ **Training:** ☐ Google Digital Garage The Fundamentals of Digital Marketing Google Online Course 3day ☐ Basic Communication, Corporate Value & Etiquettes- Earnest Young LLP- Bangladesh-India Authority .

❖ **Computer Proficiency:** Bangladesh Computer Council : Office Management: windows os & Application, Microsoft word, Microsoft Excel, Microsoft power point , Microsoft Access, Hardware Maintenance & Troubleshooting, Linux / ubuntu & open office , Internet & E-mail, Unicode Bangla

❖ **Language:** Proficient in Listening, Speaking, Reading & Writing both in Bangla & English .

Personal Information

Father's name : Md. Abdul Jalil khan

Mother's Name : Mrs. Ajlema Begum

Date of Birth : 15/07/1989

Nationality : Bangladeshi (by birth)

Blood Group : B+

Religion : Islam

Permanent Address : Village - Thakurmollik Post office - Thakurmollik Union - Agarpur
Thana - Babuganj District. -Barisal

❖ **Reference:**

Name: Mohammad Aminul Islam FCA
Position: General Manager (Accounts & Finance)
Namss Motors Limited
Impetus Center (2nd Floor) 242/B, Tejgaon
Gulshan Link Road, Tejgaon Dhaka – 1208
Mobile: +8801313057920
E-mail: aminulfca.namss@gmail.com

Name: M. Mekarrom Hossain
Position: Professor
Daffodil International University
Office: 4/2, Sobhanbag
Dhanmondi Dhaka - 1205
Mobile: +88-01714425437
E-mail:mekarrom@daffodilvarsity.edu.bd

(Signature & Date)

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(Md. Arafat Hossain)