

RESUME Of Mehedi Hasan



Mailing address:

House No # E-2, 5th Floor, Road No # S-2,
Mohanagor Project, Rampura, Dhaka-1219.

Cell: 01799-527248

E-mail: hasanmehedi857@yahoo.com

CAREER OBJECTIVE

I wish to see myself working in an environment where I can exercise and exploit my acquired knowledge to optimize it, and which will support me to flourish my potentialities. In the same way, I hope to contribute from my perspective to the development and amelioration of the organization. Professionalism and punctuality are the two points I want to assure.

EMPLOYMENT HISTORY

Senior Executive- Finance & Accounts (From 23 March 2020 To Continue):

ABDUL MONEM GROUP

Company Location : MONEM BUSINESS DISTRICT CENTER 111, Bir Uttam C.R
Dutta Road,

(Sonargaon Road), Dhaka-1205.

Department: Finance & Accounts.

Duties/Responsibilities:

1. To Maintain Accounts and monitoring of all transactions of the Company.
2. Establishing effective cost control system and factory overhead analysis.
3. Monitoring and checking all necessary records, registers, files and other related documents etc.
4. To maintain Bank Book, Cash Book, Cheque Deposit Register, Cheque Issue Register
5. To maintain ledger Posting, Item wise Register, overall records of related concerned units.
6. To maintain TDS & VDS functions/activities.
7. Preparing the supporting documents for submitting to the Tax Authority as per Financial Statement.
8. To maintain subsidiary ledger for Balance Sheet & Income items
9. Prepare Bank Reconciliation with Bank Book and Bank Statement.
10. To calculate and tally the interest charged and shown by the Bank Statement.
11. To prepare inter-company account reconciliation statement.
12. To provide data & information to the authority as required
13. To maintain Tally Software ERP.
14. To checking various bill voucher.
15. To prepare material consumption report.
16. Maintain petty cash.
17. To maintain accounts receivable and accounts payable statement.
18. To maintain party ledger.

Senior Executive- Accounts & Finance (From 07, April 2017 To 22 March 2020):

MDB WORLD

Company Location : House No # 141(Ground Floor), Lane # 01, Baridhara DOHS, Dhaka.

Department: ACCOUNTS & FINANCE

Duties/Responsibilities:

1. To Maintain Accounts and monitoring of all transactions of the Company.
2. Monitoring and checking all necessary records, registers, files and other related documents etc.
3. To maintain Bank Book, Cash Book, Cheque Deposit Register, Cheque Issue Register
4. To maintain ledger Posting, Item wise Register, overall records of related concerned units.
5. To maintain TDS & VDS functions/activities.
6. Preparing the supporting documents for submitting to the Tax Authority as per Financial Statement.
7. To maintain subsidiary ledger for Balance Sheet & Income items
8. Prepare Bank Reconciliation with Bank Book and Bank Statement.
9. To calculate and tally the interest charged and shown by the Bank Statement.
10. To prepare inter-company account reconciliation statement.
11. To provide data & information to the authority as required
12. To maintain petty cash.
13. Any other task assign by the management

EDUCATIONAL QUALIFICATIONS

❖ **M.B.S (Masters Of Business Study) :**

Subject	:	Accounting.
Result	:	First Class(7 th)
Passing Year	:	2014
Institution	:	Govt. Rajendro College, Faridpur.
University	:	National University.

❖ **B.B.S (Bachelor Of Business Study) :**

Subject	:	Accounting.
Result	:	First Class
Passing Year	:	2013
Institution	:	Govt. Rajendro College, Faridpur.
University	:	National University.

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

Result	:	4.90
Passing Year	:	2005
Institution	:	K.M College, Bhanga.
Board	:	Dhaka.

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

Result : 3.56
Passing Year : 2003
Institution : Poradia S.A Khan High School.
Board : Dhaka.

COMPUTER SKILLS

- ❖ **Microsoft Word** : Advanced level proficiency of word processing.
- ❖ **Microsoft Excel** : Data processing & analysis graph Database management.
- ❖ **Microsoft Access** : Data processing & related others preservation.
- ❖ **MS PowerPoint** : Slide preparation for different presentation purposes.
- ❖ **Internet & Email** : Proficiency in internet browsing.

PERSONAL SKILLS

- ❖ Good interpersonal communication and presentation skills with presenting skills.
- ❖ Capacity of analysis regarding problem to propose realistic solutions with computer applications.

LANGUAGE PROFICIENCY

	<u>Speaking</u>	-	<u>Reading</u>	-	<u>Writing</u>	-	<u>Listening</u>
➤ English:	Excellent	-	Excellent	-	Excellent	-	Good.
➤ Bengali:	Excellent	-	Excellent	-	Excellent	-	Excellent.

BIOGRAPHY

Father's Name : Abdul Mannan Mia
Mother's Name : Shahinur Begum.
Date of Birth : 15 / 07 / 1987
Marital Status : Single
Sex : Male
Religion : Islam
Nationality : Bangladeshi (By born)
National ID No : 2916250815637
Blood Group : AB(+)
Permanent Address : Village- Jiakuli, Post: Poradia Bazar ,
Thana: Nagarkanda, Dist: Faridpur.

REFERENCE

Khondokar Mohsin
CEO
MDB WORLD
Cell : 01713-560065.

S M Quamruzzaman
Head of Distribution
Berger Paints BD Ltd.
Cell : 01729-213020.

It is sincerely acknowledged by me that above all information's about me is true and correct.

Signature:

Mehedi

(Mehedi Hasan)