

September 15, 2021

Head of Human-Resources Department

Bangladesh Honda Pvt. Ltd.

Monem Business District, East Tower (10th floor), 111, Bir Uttam C. R. Dutta Road, Karwan bazar, Dhaka – 1205.

Subject: Application for Executive - Accounting.

Dear Sir,

In response to your job advertisement published in your www.bdhonda.com and bdjobs.com dated September 07, 2021. I have come to know about your encouragement towards newcomers in your organization. I'm looking to gain practical experience and feel that a position within your company would help me to demonstrate the abilities I have. I have achieved an ACCA (Strategic Professional) degree from the Association of Chartered Certified Accountants, London, United Kingdom. **I have already gained some experience as Executive (Accounts) at Bashundhara Industrial Complex Limited (Bashundhara Cement), Bashundhara Group.** In addition, having the ability to work in a pressure environment with a passion to prove my worth with honesty and hard work.

I can start as soon as possible if my application has been considered positively for this job and can prove myself as an asset for your organization.

Please find the attached file of my detailed CV and give me a chance to serve your organization.

Thankfully,

Polash Hossain

POLASH HOSSAIN

Address: Building No: K 70/2C, Kuratoli, East Para, khilkhet, Dhaka.
Primary Mobile No: 01714284896
Secondary Mobile No :01996754766
Primary Email: polashh96h@gmail.com



Career Objective:

To achieve this position in your organization, where I can use my accounting and analytical skills for the efficient financial unit in the company, thereby contributing towards the growth of the organization.

Career Summary:

I have already gained some experience as Executive (Accounts) at Bashundhara Industrial Complex Limited (Bashundhara Cement), Bashundhara Group. I believe my skills in Executive would make me a positive addition to your team.

Special Qualification:

Portfolio Construction & Performance Evaluation
Financial Statement (FS) Analysis, Stock Valuation & Equity Valuation
Comparative Financial Performance Analysis
Ability to conduct analytical analysis on FS like cash flow, DuPont Analysis

Employment History:

Total Year of Experience: 3.6 Year(s)

1. Executive (January 16, 2020 - Continuing)

Bashundhara Group

Company Location: Bashundhara Industrial Headquarters - 1, Plot # 3, Block # G, Bashundhara R/A, Dhaka - 1229.
Department: Accounts & Finance

Duties/Responsibilities:

Check original invoices and bills prior to preparing voucher to ensure all relevant documents are attached with the bills.
All Local Purchase and Service Bills Checking and Posting in SAP System.
Several Local bills are made payable.
Maintain and ensure all kinds of collection against bill and posting.
Updating the collection status in the Billing Software regularly.
To prepare a monthly liabilities position.
Prepare monthly collection and outstanding report.
Reconciliation of Accounts Payable & Receivable.
Prepare Cheques for different parties & payment within due date and Timely payment posting to SAP.
Duty payment are ensured and posting.
Making Document of TDS & VDS and Depositing & posting of TDS & VDS.
To prepare daily Bank status report.
Prepare bank reconciliation statement at the end of each month and Posting to Bank Reconciliation System Report to SAP.
Planning daily fund management including new LC open & LATR payment as per the requirement of the Bank and others.

To check L/C files (Bank charges, Insurance, C&F expenses, Custom duty, L/C Transport etc.), calculate L/C landed cost of Raw Materials and Posting to SAP.
 Making Several types of report on urgent basis.
 Communication with Bank and Vendor.
 Any others job assigned by the reporting authority.

2. Management Trainee (January 27, 2018 - December 31, 2019)

Hoda Vasi Chowdhury & Co, Chartered Accountants

Company Location: Bangladesh Textile Mills Corporation Bhaban, 7-9 Kawran Bazar Rd, Dhaka 1217

Department: Audit

Academic Qualification:

Exam Title	Concentration/Major	Institute	CGPA	Pas.Year	Duration
Master of Professional Finance (MPF)	Finance	University of Dhaka	2.90	2020	2
Bachelor of Business Administration (BBA)	Finance & Banking	Govt. Edward College, Pabna	3.25	2015	4
HSC	Business Studies	Kushtia Government College, Kushtia.	4.30	2011	2
SSC	Business Studies	H D Azizur Rahman High School, Kushtia.	4.75	2009	10

Professional Qualification:

Certification	Institute	Location	From	To
ACCA (Strategic Professional)	The Association of Chartered Certified Accountants.	London, United Kingdom.	October 21, 2019	Continuing

Extra-Curricular Activities:

Knowing among clients and colleagues alike for his dedication and honesty. When I am not working, I enjoy going to the gym, spending time with my family and abseiling.

Personal Details:

Father's Name : Alauddin Mollah
 Mother's Name : Shleya Begum
 Date of Birth : July 10, 1994
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill- Devinagor, PO- Osmanpur, Upazilla- Khoksa, District- Kushtia, Khoksa, Khoksa, Kushtia 7021
 Current Location : Dhaka
 Blood Group : O-

Reference (s):**Reference: 01**

Name : Dr. Mahmood Osman Imam, FCMA
Organization : Department of Finance, University of Dhaka.
Designation : Professor & Director
Address : Master of Professional Finance,
Department of Finance. MBA
Building, 3rd. Floor, Faculty of Business
Studies, University of Dhaka.
Phone (Off.) :
Phone (Res.) :
Mobile : +8801713036211
E-Mail : osman@du.ac.bd
Relation : Academic

Reference: 02

S. M. Raihan Iqbal
Bashundhara Group
Manager (Accounts), Cement Sector
Bashundhara Industrial Headquarters-1
Plot # 3, Block # G, Umme Kulsum Road,
Bashundhara R/A, Dhaka-1229.
+88-02-8431024-8
+8801768131313
Raihan.iqbal@bg.com.bd
Professional