


S. M. MURAD	
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CAREER OBJECTIVE

Willing to obtain a position which offers challenging environment and where I can enhance my knowledge further. Most importantly, I want to provide added value to the organization through my hard work, commitment, responsibility, sincerity and the highest level of professionalism.

EMPLOYMENT HISTORY

Now Continuing in **Vision Trade International (Modern Group)** as a **Sr. Executive (Accounts & Finance)**, from February-2016. Further experience given below.

Personal Experience:

- ✓ Many kinds of Sales & marketing activities such as **Warid Telecom, Grameen phone & Banglalink** and **soft drinks** etc. on behalf of many Advertising Firms. And
- ✓ One year Experience as a commercial & Logistics officer in **BD Thai** and Handling all kinds of banking functions & documentations et cetera. And
- ✓ Three years' experience in **Dekko Group** as an Executive (Accounts & Finance) from January-2013 to Dec:2015 and

Responsibilities are all A/c & Fin. Works such as Cash, Bank, Salary/OT, TDS, VDS, Inventory and Stocks etc. and any other work assign by Top Management. Overall responsible for managing books of accounts and preparing report for General Accounts & Micro Finance program.

Job Title: Sr. Executive (Acc. & Fin.)

Duties/Responsibilities:

Accounts & Finance:

- Preparing all kinds of Vouchers such as Cash Voucher, Bank Voucher, and Journal Voucher.
- Maintenance Petty cash, Cash Book, Bank Book, Ledger Book, Banking and I.O.U Maintains.
- Prepare monthly Receive & Payments and forward to higher authority.
- Prepared Salary, Over Time, Earn leave, and Maternity benefit etc.
- Maintenance software Tally, Oracle & ERP-9.
- Prepare and maintain weekly and monthly cash flow projections.
- Process corporate and overhead cost allocations.
- Accounts payable, accounts receivable and payroll.
- Inventory cost accounting and stock journals as required.
- Check and monitor financial activities, transactions and expenditures;
- Verify and follow-up daily vouchers;

- Prepare monthly and periodical sales and purchase, inventory and cash flow statement;
- Prepares asset, liability, and capital account entries by compiling and analyzing account information;
- Posting the vouchers in the system with supporting report & bank statements;
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Daily/ Weekly/ Monthly Banking with different banks
- Familiar with Accounting & ERP Software.

VAT & Tax:

- Maintain vat related register like, Mushuk 6.1, 6.2, 6.3 & 2.1
- Preparation of Challan for TDS, VDS & VAT
- Preparation monthly VAT return (Mushuk-9.1)
- Corresponding with Custom office like, Circle, Division & Commissioner Office.
- Preparation of Accounts considering the Income Tax law.
- Ensure compliance of TAX Act and related process and procedures.
- Ensure that all statutory requirements of the organization are meet including RJSC requirements, Income Tax, VAT and all national laws of the country which will be applicable.
- Corporate TAX planning of the company to minimize effective rate.
- Any other tasks given by the authority.

In Audit areas:

- Check and verify all kinds of bill, voucher for ensuring the accuracy of accounting.
- Transaction, Monitoring & Controlling.
- Posting of all expenditures order wise keeping in record book.
- Check all goods purchase requisition as per work order.
- Check cash payment expenses voucher of all bills wise.
- Monthly Physical inventory check.
- Salary/OT/EL/ Maternity Benefit check.
- Quotation collection from different parties for different Material.
- Physical market verification for different items for rate justification.
- All kinds of requisition checked & verify and
- Any other work assign by Top Management et cetera.

Commercial Areas:

- Strong knowledge in (Export & Import) related field.
- Be able to work as a team in highly pressurized environment.
- Confident, independent & be able to take responsibility for the job role.
- Communication Skill with Bank L/C related Work.

ACADEMIC QUALIFICATION:

2013-2014: [PRIME UNIVERSITY \(NATIONAL UNIVERSITY\).](#)

Master of Business Administration (MBA)

Major: Finance.

CGPA: 3.39 Out of 4.

2004-2009: [GOVT. BANGLA COLLEGE \(NATIONAL UNIVERSITY\).](#)

Bachelor of Business Study (BBS)

Major: Accounting.

Result: 2nd Class.

2002-2003: [TEJGOAN COLLEGE. \(NATIONAL UNIVERSITY\).](#)

Higher Secondary Certificate (HSC)

Group: Business studies.

Result: 2.70 out of 5. (Without four subjects)

2000-2001: [SHAHID SMRITY SEONDARY SCHOOL.](#)

Secondary School Certificate (SSC)

Group: Business studies.

Result: 2.25 out of 5. (Without four subjects)

SPECIAL SKILL & ATTRIBUTES

- Ability to work independently as well as group.
- Capability of communicating with people effectively and smoothly.
- Having good analytical as well as judgment skill.

COMPUTER PROFICIENCY

- Microsoft office XP (MS Word, MS Excel, MS Power point)
- Internet browsing (Web browsing, send / receiving E-Mail)

REFEREES

Md. Solayman AGM (Accounting & Finance) Independent 24.tv Cell: +8801913-525840 149-150 Tejgoan I/A-Dhaka-1208.	Md. Sohel Hossain Sr. Solution Architect. Netcom Technologies (Pvt.) Ltd. Cell: +8801716-614331, +8801713-432326.
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Certification

I certify that to the best of my knowledge and belief these resume correctly describes my qualifications and me. Any willful misstatement described herein may lead to my disqualification or dismissal, if employed.



Signature:
(S .M .Murad)