


Md Ariful Haque

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CAREER HIGHLIGHTS:

Working as a Senior Executive in “Styletex Trading”- under Finance & Accounts department from 5th August 2020 to Present. Before this worked **3.8** Year in **LankaBangla Finance Limited** in SME and Retail Loan Documentation under Asset Operations Department from 3rd January 2017 to 4th August 2020.

CAREER SUMMARY:

STYLETEX TRADING

Designation: Senior Executive

Division: Finance & Accounts

Duration: 5th August 2020 to continue

RESPONSIBILITIES:

- Checking all sorts of bills, vouchers, invoices and day to day cash and bank accounts.
- Preparation of vouchers for making payment and maintaining in Cash Book, Ledger Book.
- Disbursement of Payment (Icash2.0), keeping proper records and its reconciliation.
- Filling of vouchers & other documents related to payment.
- Deposit of cheques and withdrawal of cheque amount from different bank.
- Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and reports to MD.
- Handling salary & all kinds of employee's payment by maintaining confidentiality.
- Handle Company's Internal Cash movements (Petty Cash & Locker Cash)
- Have sound knowledge in accounting software.
- Perform any other tasks assigned by the concern authority.

CAREER SUMMARY:

LANKABANGLA FINANCE LIMITED

Designation: Business Support Officer

Division: Operations

Department: Asset Operation

Duration: 3rd January 2017 to 4th August 2020

Total year of service: **3.8** Years

RESPONSIBILITIES:

- Documentation and disbursement of all types of secured & unsecured Credit products (Auto Loan, Personal Loan & SME) as well as prepare credit statuses.
- Preparation of charge documents, i.e., Agreement, Personal Guarantee, Corporate Guarantee, IGPA, Undertaking, DP Note, Letter of Continuation etc.
- Managing Post Dated Cheque/DDI for installment collection.
- BRTA related letter issue & Prepare Purchase order for Auto Loan.
- Ensure charge/hypothecation of mortgaged properties and/or fixed/floating assets with RJSC.
- Obtain deferral/exceptions/waiver/notification memo (if any) approved by the management.

- Generate various MIS reports regarding Loan disbursement, Purchase order, and deferral or pending documents etc.
- Ensure proper stamping, filing & scanning in required documents after disbursement.
- Assist Special Asset Management Department to execute proper documentation & solve critical issues.
- To solve audit observation and various activities as assigned by the unit.

SKILLS:

Computer Skills:

- MS Office (Word, Excel, Power point, Outlook)
- BankUltimous ,Icash2.0, Treasury Management, IFS.

Language:

Bangla (Native), English (Fluent in Reading, writing, and speaking)

EDUCATION QUALIFICATION:

Bachelor of Business Administration (BBA) 2013 –2017
Independent University Bangladesh (IUB)
Major: Marketing
Minor: International business
CGPA: 2.82 out of 4 scale

Higher Secondary Certificate (HSC) 2012
Dhaka Commerce College, Dhaka
Group: Business Studies, GPA: 4.90 out of 5 scale
Board: Dhaka Board

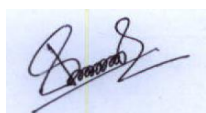
Secondary School Certificate (SSC) 2010
Holy Child College,
Group: Business Studies, GPA: 4.50 out of 5 scale
Board: Dhaka Board

REFERENCES:

Manash Saha
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Thank you for your kind consideration,



Md Ariful Haque