

## CURRICULUM VITAE

### Md.Nur Uddin Rasel



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C/O: House#310,6th floor

Road: 8/A, Dhanmondi

Dhaka-1207,

Bangladesh

### **Career Objective**

To find a challenging position to meet my competencies, capabilities, skills, education and experience. I am willing to give total support to the organization with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.

### **Academic Qualification**

COURSE	INSTITUTE/ORGANISATION	RESULT/GPA	YEAR
<b>B. B. A</b> in Accounting	United International University.	2.34 out of 4.00	2017
<b>H. S. C.</b> (Business Studies)	Amrita Lal Dey college, Under The Board of Barisal.	4.90 out of 5.00	2010
<b>S. S. C.</b> (Business Studies)	Muladi M.J High School, Under The Board of Barisal.	5.00 out of 5.00	2008

### **Employment Record**

▶▶▶ Serving as “**Officer – Accounts & Finance**” in **World Ye Apparels (BD) Ltd.** a project of World Ye Group made by foreign direct investment in Bangladesh.

**Duration :** From 16 August, 2018 to till now.

**Type of Industry:** RMG Sector – a readymade garments industry (Cutting, Sewing and Finishing) situated in Karnaphuli EPZ, Chittagong.

**Major Duties and Responsibilities:**

➤ **Accounting works:**

- Prepared the all kinds of suppliers and sub contract bills statement.
- Controls all Kinds of cash transaction and cash statement.
- Maintaining Software Input of Trims bill, making trims bill voucher,
- Checking Daily Production Incentive sheet.,
- Preparing Assets Register, checking monthly Purchase requirement and submit to Foreign office.
- Preparing Monthly P&L Statement.
- Payment Staff and Worker Salaries.
- Preparing Employer Tax Report.
- Preparing Daily Baking/Washing Unit-Production & Cost Report.
- Preparing Bank Reconciliation
- Closely Monitor All Kind of Local Purchase
- Preparing All Kind of Provident Fund Transaction

➤ **Preparation of other Reports:**

- Preparing Monthly Shipment Statement and forward to Foreign Office.
- Preparing Production KPI Report.
- Checking the weekly Shipment Reconciliation Report.
- Checking total CM on production.

➤ **Other Works:**

- Audit of Un-used Materials.
- Handling & Monitoring the Companies Master document.
- Possess excellent organizing ability, extensive hardworking and decision to the responsibilities

▶▶▶ Serving as “**Jr.Officer – Accounts & Finance**” in **GEEBEE (Bangladesh) Ltd.** a project of **GEEBEE Garments** made by foreign direct investment in Bangladesh.

**Duration :** From 01 June, 2017 to 12 August,2018

**Major Duties and Responsibilities:**

➤ **Accounting works:**

- Checking all voucher(Before& post).
- Accounting Software entry check with voucher
- Supplier bill check,
- C & F bill check.
- Local purchase check
- Maintain the petty cash account.
- Payment Staff and Worker Salaries.

## **Other Skills**

### **COMMUNICATION:**

Excellent interpersonal communication skills.  
Ability to work individually as well as team member.  
Have better efficiency in Bengali & English.

### **Language & Degree of Proficiency**

		<b><u>Speaking</u></b>	<b><u>Reading</u></b>	<b><u>Writing</u></b>
Bengali	:	Excellent	Excellent	Excellent
English	:	Better	Better	Excellent

## **Training Attended**

<b>Training Title</b>	<b>Topic</b>	<b>Institute</b>	<b>Location</b>	<b>Year</b>	<b>Duration</b>
Advance Excel Training	Lookup &Reference, Conditional Formatting, Using Pivot Table & Chart,	Career Today.com	World Ye Apparels (BD) Ltd.	2019	2 days
"Bangladesh Export Processing Zone Labour Act 2019"	EPZ Labour Act 2019	Advocatesbd Associates	World Ye Apparels (BD) Ltd.	2019	1 Days
Tally ERP-9	Bookkeeping, Payment and Receive, Orders, Invoice, Voucher and Cheque Printing		United International University	2015	4 Month
Income Tax & VAT	all aspects of Income Tax & VAT Law	BD Jobs	Chittagong	2019	1 Days

## **Computer Literate**

### **Contents:**

- Microsoft Office Programs (Ms-Word, Ms-Excel, Ms-Access, Ms-PowerPoint)
- Accounting Software – Tally ERP-9
- Hardware Maintenance & Troubleshooting
- Internet Browsing

## **Personal Details**

Full name : Md.Nur Uddin Rasel  
Father's name : Md. Giash Uddin Talukder  
Mother's name : Parvin Begum  
Date of Birth : 10th November,1993  
Nationality : Bangladeshi  
Religion : Islam  
Gender : Male  
Marital Status : Married  
Blood Group : A+  
Permanent address : **Vill. #** Kutubpur, **P.O. #** patarchar I, **P.S. #** Muladi,  
**Dist. #** Barisal,Bangladesh.

## **Reference**

Md. Nurul Haque Ex-GM (Enterprise Service) Bangladesh Export Processing Zone Authority (BEPZA) House # 19, BEPZA Complex, Rd No. 6, Dhanmondi, Dhaka-1209, Bangladesh. Email: gm-es@bepza.org Cell No: 01717646517	Dr.Salma Karim Professor. United International University. United City, Madani Avenue Badda,Dhaka, Bangladesh Email: ska@bus.uiu.ac.bd Cell No: 01738003658
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I certify that all information stated in the curriculum vitae are true and complete to the best of my knowledge. I authorize you to verify the info ration provided in this curriculum vita.

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(Signature of Nur Uddin Rasel)