

Curriculum Vitae
Of
Md. Bakul Hossain

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Objective

To secure a challenging job for effective utilization of my knowledge and skills as well as for further professional advancement.

Personal Information:

Name : Md. Bakul Hossain
Father's Name : Kazi Siddik Ahmmmed
Mother's Name : Monoara Begum
Date of Birth : November, 6th 1982
Mailing Address: :Youngone Hi-Tech Sportswear Industries Ltd,
Accounts & Finance Dept. DEPZ, Savar, Dhaka
Permanent Address: :Village: Sarai Nagour, Post: Sreekol, P.S:
Sreepur, Dist : Magura
Nationality : Bangladeshi
Sex : Male
Religion : Islam
Height : 5'-7"
Place of Birth : Magura
Marrital Status : Married
Blood Group : A+

Educational Qualification:

Name of Examination	Subject/Group	Class/Division	University/Board	Name of Institute	Year
M B S	Accounting	2 nd Class.	National University.	Dhaka College	2006 (Held in 2009)
B.Com (Hon's) (4 year's)	Accounting	2 nd Class.	National University	Rajendra College	2005(Held in 2007)
H.S.C.	Business Studies	2 nd Division,	Jessore Board	Sreepur Degree college	2000
S.S.C	Commerce	1 st Division	Jessore Board	Sreekol High School	1998

Computer Knowledge: *Microsoft Word*Microsoft Excel*Power Point *E-mail/Internet

*Accounting software (SAP)

Key Qualities:

- Strong analytical ability and able to think out of the box
- Good command over English & MS Office specially in advanced MS Excel is critical
- Proactive and a good communicator
- Ability to work under pressure
- Good team player with “can do” attitude
- Strong appetite for leading and honest like with dignity.
- Sincere, Punctual and dutiful to work.
- Optimistic, confident and benevolent as a person.
- Aspiration to build a career showing superior performance

Experience:

A). Position : **Senior Officer (Accounts & Finance)**
Organization name : Youngone Hi-Tech Sportswear Ind. Ltd. (Korean MNC)
Duration : 3rd November, 2010 to still now.

Responsibilities :

1. To look after the financial transaction.
2. To prepare budget (Monthly, quarterly, half yearly & yearly) & budget analysis.
3. To involve in general ledger & trial balance preparation & finalizing the Balance sheet by using **accounting software (SAP)**
4. Preparation of monthly, quarterly, half yearly, yearly accounts.
5. Ensure proper maintain of petty cash;
6. To look after accounts receivable & accounts payable.
7. To prepare inter company reconciliation statement.
8. To prepare adjusting Journal.
9. To prepare bank reconciliation Statement
10. To check all bill voucher 100%.
11. Perform the routine accounting job like voucher entry, bill booking, cash handling etc.
12. To Prepare bank voucher & Journal.
13. Advance register maintain.
14. Updating asset register through system with all addition and deletion.

B).Position : **Assistant Officer (Accounts & Admin)**
Organization name : DORP (Development Organization of the Rural Poor).
Duration : 1st January,09 to 2nd November, 10.

Responsibilities :

- Cash book , Ledger book, all office file & all bill voucher check
- Petty Cash Handling, Preparation of Monthly Accounts.
- Daily, Monthly, Quarterly & yearly financial report
- Prepare monthly bank reconciliation statement and Receipts & Payments Accounts
- Check & monitor all the vouchers & bills
- Monthly budget preparation
- Ensuring payments to staffs & vendors on time as per policy.
- Safety of Petty Cash & Cheque Book.

Interested: Reading, Cricket, Football & Traveling.

CERTIFICATION

I, the undersigned, certify that, to the best of my knowledge and belief, this CV correctly describes me, my qualification and experience. I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if employed.

SIGNATURE



DATE OF SIGNING

19/11/2020

Day/Month/Year

REFEREES:

1. Md. Mizanur Rahman

General Manager (A&F).

Youngone Hi-Tech Sportswear Ltd

DEPZ. Savar, Dhaka.

Cell No. 01713091881

E-mail : mbhuiyan@youngonedhk.com

2. Babul Kumar Adikary

Central co-ordinator

MNH Initiative

DORP HOME

36/2, East Shewrapara

Mirpur, Dhaka-1216

Cell No. . 01711357331

E-mail: c_cordinator@yahoo.com