

MD.MIRAJUL ISLAM

Address: House-19, Ward-09, Hajipara Main Road,
North Badda, Dhaka
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Career Objective:

To Secure a responsible & challenging career opportunity to fully utilize my education training and skills, while making a significant contribution to the success of the company.

Expertise In:

- HR & Administrative Operation
- Finance & Accounts
- Procurement
- Bill Settlement
- Accounting Software (Tally ERP 9, ERP Customized Software)
- Internal audit

Employment History:

Total Year of Experience: 07 years & 11 Months.

1. Sr. Officer- Finance ,Accounts & Administration (October 1, 2017 - Continuing)

Company Name: Aptech Group

Company Nature : RMG (Multinational Group of company)

Company Location: E-13, Middle Badda, Dhaka 1212.

Department: Finance & Accounts & Administration- Head Office.

Duties/Responsibilities:

- All administrative operation assigns by management.
- Implementation office rules & develop organization policy, Office order issue.
- Recruitment, Training & Development related issue.
- Payroll, Tax & Vat
- Office, Equipment & Logistic Management.
- Monitoring Transport maintenance issue & Fuel Consumption.
- Insure pick & drop (employees, buyer, VIP Guest), Hotel booking & Ticketing.
- Various Office Utilities maintenance - (Electricity, Gas, PABX, Internet, Water).
- Tiffin & Lunch management for employees & Corporate Guests.
- Supporting staff management (Office assistant, Cleaner, Pion) & Supervise Security guard.
- Banking (Overall general banking).
- Bill Settlement & Procurement management (Vendor selection, Quotation selection and co-ordinate supply chain).
- Record accounting vouchers through proper coding and posting in ERP Software.
- Receivable & payable management
- Monitoring and checking the order wise post-cost performance in comparison to the pre-cost.

2. Executive Officer- Finance, Accounts & Administration (January 05, 2016 - September 12, 2017)

Company Name: First Fresh Agro Ltd.

Company Location: House 38, 1st floor, Shahjadpur Mosque Road, Dhaka-1212

Department: Finance, Accounts & Administration -Head Office.

Duties/Responsibilities:

- All kind of Administrative Operation.
- Recruitment, Training & Development related issue
- Various Office Utilities maintenance - (House rent, Electricity, Gas, PABX, Internet, Water).
- Tiffin & Lunch management for employees & Corporate Guests.
- Liaison with various government office and other organizations. (Land office, City Corporation, police station etc.)
- Banking & Fund Management
- Bill Settlement, Procurement management (Vendor selection, Quotation selection and co-ordinate supply chain).
- Transport Management.

3. Senior Officer- Finance & Accounts (October 18, 2012 - December 31, 2015)

Prime Islami Life Insurance Limited

Company Location: Head Office, Prime Islami Life Insurance Limited, Raj Bhaban (6th floor), 29- Dilkusha C/A, Dhaka-1000

Department: Finance & Accounts.

Duties/Responsibilities:

- Bank Reconciliation (Tally ERP 9)
- Banking (Overall general banking).
- Record accounting vouchers
- Fund Management
- Company Account Opening and other bank related activities.

Tanning, Skill, Achievement & Other Activities:

- Training On “The Best Practice of Purchasing Management”
- Workshop on “Youth Leadership Conclave”
- Training On “Documentary and Filling”
- Senior Vice President & Training Organizer of “ Ranapasha Union Student & Youth Welfare Society”

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year
MBA	Human Resource Management (HRM)	Primeasia University	CGPA:3.32 out of 4	2015
BBA	Finance	Primeasia University	CGPA:2.77 out of 4	2012
H.S.C	Business Studies	Bhandaria Govt. College	CGPA:3.2 out of 5	2007
S.S.C	Business Studies	Bhandaria Vehari Secondary School	CGPA:3.13 out of 5	2005

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

Computer Skills:

Excellent theoretical and practical knowledge on:

- Operating Systems: Windows Xp, Windows 2007, Windows 2010
- Application Package: MS-Word, MS-Excel (Spreadsheet Analysis), Power-point,
- Communication: Corresponding e-mail, Internet browsing.

Personal Details :

Father's Name : Md. Abul Bashar
Mother's Name : Khadija Begum
Date of Birth : July 22, 1989
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 4217373375240
Religion : Islam
Permanent Address : House -52, Ward-09, Vill+Post- Bheronbaria-8420, Nalchity, Jhalokathi
Current Location : Dhaka

Reference :

Reference: 01

Name : Mohammad Abdul Ahad
Organization : Government of the People's Republic of Bangladesh
Designation : Deputy Commissioner
Address : DC Office, Sunamgonj.
Mobile : 01703505030

Reference: 02

Md. Mahon Miah
Aptech Group
Deputy General Manager, Commercial.
E -13, Middle Badda, Gulshan, Dhaka.
01756186920

DECLARATION OF AUTHENTICATION

I do hereby declare that all information presented here are true to my knowledge, if required & Where applicable, this document can be supported by appropriate authentic certificates / papers.



MD. MIRAJUL ISLAM