Md Ariful Haque

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CAREER OBJECTIVE:

I 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** under Accounts 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, **Locker** Book.
➢ Disbursement of Payment (Icash2.0), keeping proper records and its reconciliation.
➢ Preparation of Income **Tax** returns, **VAT** & audit related works and financial statements.
➢ Summarize current **Financial status** like balance sheet, profit and loss statement and Prepare general ledger, journal entries.
➢ Follow up Company collection from clients and suppliers as well as receivable.
➢ Filling of vouchers & other documents related to payment.
➢ Deposit of cheques and withdrawal of cheque amount from different bank.
➢ Handling **salary** & all kinds of employee's payment by maintaining confidentiality.
➢ Handle Company's Internal Cash movements (Petty Cash & Locker Cash)

CAREER SUMMARY:

LANKABANGLA FINANCE LIMITED

Designation: Business Support Officer

Division: Accounts

Duration: 3rd January 2017 to 4th August 2020

Total year of service: **3.8** Years

RESPONSIBILITIES:

➢ Disbursement and documentation of all types of Payments to the vendors.
➢ Maintain company GL and reconciliation of Company Bank Statements.
➢ Maintain Petty cash and bill related dispute management.
➢ Obtain deferral/exceptions/waiver/notification memo (if any) approved by the management.
➢ Generate various MIS reports regarding Loan disbursement, Vendor Payments, deferrals of short-term report like receivables and payables.
➢ Ensure proper 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)
- ➢ Icash2.0, Treasury Management, BankUltimous, 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)
Holy Child College,   2010
Dhaka Group: Business Studies GPA: 4.50 out of 5 scale
Board: Dhaka Board

VOLUNTEER ACTIVITIES:

Organization	Duration	Year	Place	Type of Work
Bangladesh Bureau of Statistics (BBS)	07 Days	2013	Dhaka	Economic Data Collection
Friends in Village Development Bangladesh (FIVDB	15 Days	2016	Sylhet	Rural economics' data collection
Quantum Foundation	03 Days	2016	Mirpur, Dhaka	Collecting information

REFERENCES:

Manash Saha   Shampa Saha
Senior specialist   Senior Officer
Grameenphone ltd   LankaBangla Finance Limited
Manash_saha@grameenphone.com   shampa.saha@lankabangla.com

Thank you for your kind consideration,

Md Ariful Haque