



## PALASH MAZUMDER

Executive – Accounts & Admin

### CAREER OBJECTIVE

To develop a career in such a field that ensure me the best of my knowledge potential & productivity both in the individual & group based jobs that frequently faces various challenges and serve the community with individual skills.

### SKILLS

Communication

Teamwork

Problem Solving

Decision Making

Innovative

### AREA OF EXPERTISE

- ❖ Tally. ERP 9
- ❖ Quick Book
- ❖ MS Office

### ACHEIVEMENTS

- ❖ 2<sup>nd</sup> Runner -UP Brain Of Society Case Compaction
- ❖ 3 Month Internship Southeast Bank Ltd. At Dhanmondi Branch
- ❖ Former Head of Accounts UIU Accounting Forum

### CONTACT

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 LinkedIn: <http://goo.gl/3NC2eC>  
 Zoom Id: Palash Mazumder

## EXPERIENCE

### B- ADVANCY Certification Ltd.

Executive – Accounts & Admin

March, 2020 – June 2021

Managing Petty Cash Transaction

Calculating & Collection Payments

Preparing Statutory Accounts

### Jamuna Group

Executive – Internal Audit

February, 2019 – January 2020

Prepare Internal Audit Plan

Physical Verification of inventory

Preparation of audit report

### STIT BD

Executive – Accounts

March, 2017 – December, 2018

Calculating & Checking Payment

Prepare Invoice & audit plan

Ensure Safety & security of Doc.



## EDUCATION

### PROFESSIONAL DEGREE

ICMAB, Institute of Cost & Managements Accountant Bangladesh

Subject: Finance & Accounts, Year: 2018 - Enrolled

Subject Completed: 300 out of 2000

### POSTGRADUATE DEGREE

Army IBA, Bangladesh University of Professionals (BUP)

Subject: Master of Business Administration (M.B.A.)

Major: Finance, Year: 2020

CGPA: 3.55 (In a scale of 4.00)

### UNDERGRADUATE DEGREE

United International University (UIU)

Subject: Bachelor of Business Administration (B.B.A.)

Major: Accounting, Year: 2017

CGPA: 2.64 (74-77% Marks In a scale of 4.00)

### H.S.C

Feni Govt. College

Department: Business Studies

G.P.A.: 4.30 (In the scale of 5.00), Year: 2010

### S.S.C

Feni Govt. Pilot High School

Department: Business Studies

G.P.A.: 4.94 (In a scale of 5.00), Year: 2008

## REFERENCE

Dr. James Bakul Sarker

Deputy Director, United International University

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