



Mohammad Aniquel Islam Shovon.

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PROFILE

A confident, multi-skilled and capable Sr. Executive with excellent knowledge of finance and accounting procedures. Through my experience I have become a confident communicator who is happy to work directly with individual clients and equally comfortable delivering reports to a boardroom. I am also a capable leader, currently supervising and mentoring three junior members of the any team.

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

WORK EXPERIENCE

Sr. Executive

Credit Management Department
Windmill Infotech Limited
2016 – Continuing

- ⇒ Create weekly cash flow reports and analyse variants.
- ⇒ Posting and allocating cash payments.
- ⇒ Bank and Credit Card Reconciliation.
- ⇒ Help with forecasts and budgets.
- ⇒ VAT returns are prepared and processed, analysed and fed.
- ⇒ Assisting in practice development and growth.
- ⇒ Evaluate the organization's work practices to actively challenge and drive for improvement.

Manager & Instructor.

Administrative Department
The Guardian Academy
2015 – 2016

- ⇒ Works as the principal's and the school's secretary, making appointments and managing the principal's schedule. Having overall responsibility for the management of the School's programmed. Maintenance different registers. Ensuring the regular review, evaluation and development of programmed offered by the School.

Data Entry Operator.

@musiclv Department
PNS Media and Communication Ltd.
2011 – 2013

- ⇒ I have a long-time working experience in E-Commerce Website Database management at PNS Groups for 2 years. My current typing speed around 40 WPM. I have pretty professional experience at IT sector as well.

Executive

Radiant IPTV Department
1Stop Media and Entertainment Inc.
2013 – 2015

- ⇒ Provide high-level telephone and e-support on IPTV of products and services about billing, product navigation and delivery.
- ⇒ Retain customers and increase customer loyalty while projecting a professional, efficient and positive approach.
- ⇒ Ensure all relevant procedures are followed from beginning to resolution.

EDUCATION

Exam Title	Major	Institute	Result	Year
Master of Commerce (M Com)	Accounting	University of Dhaka	CGPA:3.06	2018
Bachelor of Commerce (B Com)	Business Studies	National University	Second Class	2012
HSC	Business Studies	Dhaka Imperial College	CGPA:3.80	2009
SSC	Business Studies	B.A.D.C high School	CGPA:3.63	2007

TRAINING

Since 2016 (6 Month)
Accounting Operations.
Windmill Infotech Limited.

Since 2010 (6 Month)
Computer Programs and Office Application
Bangladesh Computer Council – BCC

SKILLS

- ⇒ Ability to solve problems independently.
- ⇒ Able to communicate effectively with at all levels, to both financial and non-financial stakeholders.
- ⇒ Highly capable Microsoft Office Application.
- ⇒ Ambitious and driven, willing to adapt to business needs and requirements.
- ⇒ Great communication skills.
- ⇒ Experience using Business Information databases to analyses the performance of the business.
- ⇒ Willingness to listen and learn with a 'can do' attitude.

INTERESTS

When I am not working, I enjoy going to spending time with my family and abseiling. Love myself I do not everything, but I love the good as well as the bad. I love my freedom of speech and the way my eyes get dark when I'm tired. I love that I have learned to trust people with my heart, even if it will get broken. I am proud of everything that I am and will become.

INFORMATION

- ⇒ Father's Name: MD. Sahidul Islam
- ⇒ Mother's Name: Anjana Islam
- ⇒ Date of Birth: February 10, 1992
- ⇒ Gender: Male
- ⇒ Marital Status: Unmarried
- ⇒ National Id No.:6405224830
- ⇒ Religion: Islam
- ⇒ Permanent Address: Village: Baikhir.
Post Office Code: Boalmari 7860,
District Faridpur.

REFERENCES

Md. Sohel. Ministry of Commerce (Bangladesh). Office Assistant Cum Computer Operator.
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