

## **Md:Mafijur Rahman**

House no: 223/H, Road-19 West Dhanmondi-1209

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### **Career objective**

I am a professional Accountant and want to establish a highly rewarding career where I can able to accumulate my knowledge, Ideas, Innovations and Skill to accelerate hard working that makes the organization and my co-workers be successful.

### **Working Experience**

**Total Work of experience:** 2.5 years .

Working as an Executive Officer Accounts and Finance in a Group of Company (SAMAIRA GROUP)  
From January 2019 to Present.

### **Assigned responsibilities:**

- Daily Book keeping through **Tally** and **Excel**. Filling and paper management.
- Monthly reporting to reconcile Journal voucher, Bank and Cash transaction, and budget vs actual expenses.
- Follow up, checking and review the accounting transactions
- Maintain and monitor Account receivable and Payables.
- Review all financial records system and control system and control process of the company as per accounting standards.
- Preparing and maintaining company accounts, cash, bank transaction, received and payment statement.
- Assist to prepare periodic Financial Statements as per IAS and IFRS with Preparing for an audit.
- Maintenance of the Impress system petty cash.
- Perform Bank reconciliation.
- Prepare Financial Statement (Monthly, Quaterly, Yearly).
- Support the management team in all financial requirements.
- Coordinate and produce all Vat/Tax documentation as required.

### **Professional Qualification:**

Association of Chartered certified Accountants (Partly Qualified)

Status: Completed 10 papers out of 13.

### **ACCA Certificate:**

- **ACCA Advance Diploma in Accounting and Business**
- **ACCA Diploma in Accounting and Business**
- **Foundation diploma in Accounting**
- **Intermediate Certificate Financial and Management Accounting**
- **Introductory Certificate in Financial and Management Accounting.**

## Academic Attainment

Name of Degree	Result/Group	Group/Subject	Year	Institutions	Board
<u>BSC(Hons)</u>	Appeared	Applied Accounting	2021	Oxford Brookes University, UK	
<u>HSC</u>	3.70	Science	2011	Khulna Model School and College.	Jessore
<u>SSC</u>	3.94	Science	2009	Kalabaria High school, Naragati	Jessore

## Strength

- Sound knowledge and ability to understand almost all the IAS & IFRSs regarding Financial Reporting.
- Excellent Reporting capability under different requirements.
- Problem analysis, use of judgment and ability to solve problems efficiently.
- Good management and leadership skills.
- Expertise in Financial Statements in compliance with IAS & IFRSs & other regulatory authorities.
- Evaluation of Financial Statements.
- Sound knowledge regarding periodic budgets, Cash flows, and forecasted Financial Statements & variance analysis, cost analysis (Absorption costing, Marginal costing, Activity based costing, Throughput accounting, Break even analysis, Target costing).
- Exercising professional judgments in assessing strategic position, determining strategic choice & implementing strategic action through beneficial business process and structural change.
- Sound knowledge and experience on Internal audit and External Audit.

## Personal Qualities:

- Self-motive and good team leader.
- Ability to perform under pressure and meet deadline.
- Quick and always eager to learn and new Technologies.
- Good communication skill.
- Ability to work under Pressure
- Proper Time management.

### Technical skills:

- Smooth in TALLY Software operation, Proficiency in MS Office & ERP System.
- Smooth in QuickBooks Software operation.
- Sound knowledge on Redbook Software.
- Smooth in Advance Excel Software Operation Proficiency.
- Internet browsing, E-mailing and so on.

### Language Proficiency:

- Good Command in English & Bangla(Both written and Spoken)

### Fields on Specialization

- Having Professional Certificate will get extra preference.
- Training & Development.
- Professionalism; Hardworking; Problem solving skills.

### Interest and Activities:

Playing Football, Cycling, Reading Books.

### Personal Details:

Father name	:	MD: Daud Ahmed.
Mother name	:	Late Aklima Begum.
Date of Birth	:	09/12/1993
Gender	:	Male
Marital status	:	Unmarried.
Nationality	:	Bangladeshi.
Religion	:	Muslim
Blood Group	:	O+ (positive)

### Permanent address:

Village: Kalabaria, Thana: Naragati, District Narail, Division: Khulna.

### Declarations:

All of the above information is honest and accurate, if further clarifications need contract the regarded phone or email.

### References:

<b>Md.Faysal Hossain Hera, ACCA</b> Deputy Manager Accounts & Finance Bangladesh Army Trust Phone No:01781736950	<b>Md. Mahmudul Hasan, (ACCA)</b> Chief Financial Officer(CFO) Flaxen Group Phone No:01911159379
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