

# Tamjid Al Hasan Miyad

## ACCOUNTING & FINANCIAL ANALYST

I am enthusiastic, self-motivated, reliable, responsible. I look forward to gaining invaluable knowledge from a professional platform and share my knowledge what i gathered from the journey of my life.



✉ miyadtamjid@gmail.com

📍 H-133, R-07, Block-D, Bashundhara R/A, Dhaka, Bangladesh

📞 01778032480

🌐 [linkedin.com/in/tamjid-miyad-3094a518a](https://www.linkedin.com/in/tamjid-miyad-3094a518a)

## EDUCATION

### BBA in Accounting and Finance

North South University, Dhaka

06/2014 – 06/2019

CGPA 2.5

### HSC

Shahid Syed Nuzrul Islam College, Mymensingh

04/2011 – 04/2013

GPA-4.60

### SSC

Dutt High School, Netrakona

01/2007 – 03/2011

GPA-5.00

## WORK EXPERIENCE

### Business Development Executive

Probashi Palli Group

10/2019 – Present

30 Kemal Ataturk Avenue, Dhaka

Real Estate Based Group of company

#### Achievements/Tasks

- Build contacts with potential clients to create new business opportunities.
- Keep prospective client database updated.
- Make cold calls for new business leads.
- Support in writing new business proposals.
- Maintain knowledge of all product and service offerings of the company.
- Arrange meetings for senior management with prospective clients.
- Follow company guidelines and procedures for acquisition of customers, submission of tenders.

Contact: Md. Riaz Ahmed, Sr. Officer HR – 01963623612

### Internship

Paragon Group

06/2019 – 09/2019

Head Office

5 Mohakhali, Dhaka

#### Accounts Department

- Prepared daily sale entries by using greensoft software.
- Cross-checking monthly office and factory expenses and find out the error.
- Quickly and accurately processed payments, credits and other transactions using company software applications.
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Prepare daily basis income statement and delivery report.
- Prepare daily inventory receiving report, damage and sales return report.

Contact: Bulbul Ahmed sr. officer (Accounts) – 01766698288

## SKILLS

Microsoft Office



ERP Software



Computer Skills



## OTHER ACTIVITIES

General Member, NSUSS (01/2015 – 06/2019)

## REFERENCE

Aminul Islam, FCA

CFO, Paragon Group. Email: [aminul@paragongroup-bd.com](mailto:aminul@paragongroup-bd.com)

Nasim Rahman

Director, Probashi Palli Group. Phone: 01778143155, Email: [nasim@probashipalligroup.com](mailto:nasim@probashipalligroup.com)

## LANGUAGES

English



## INTERESTS

Biking

Traveling