

MD.FARUQUE AHMED RIZVI



Contact

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Languages

Bangla,
English

Hobbies

- Writing
- Playing
- Book Reading
- Internet browsing
- Traveling

Summary

Accountant Assistant with 3 years & In charge data processing department 2 years of experience is seeking to obtain and secure a position which allow me to utilize my Skills, knowledge and abilities, which include but are not limited to: financial auditing, banking knowledge, computer Skills, entering and retrieving data, database queries, generating reports, planning, managing, communicating Skills, and customer service.

Skills

- | | |
|--|---|
| <ul style="list-style-type: none">• Bookkeeping• Bank reconciliation• Annual accounts• Invoicing & expenses• Monthly payroll | <ul style="list-style-type: none">• Project management• Strong decision maker• Complex problem solver• Database processing |
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Work Experience

- ❖ **In charge data processing department – 5/2016 to 8/2018**

Exquisite Ict Ltd.- Mirpur 6, Dhaka

- Web data research
- Data entry quality checking
- Information verification of reported news for news portal

- ❖ **Assistant Accountant/ HR Admin Officer - 09/2018 to Current---**

Sthapati Associates Ltd :- Banasree, Rampura, Dhaka-1219

- Good handling of account division
- Bank reconciliation
- All bill checking
- Information verification of reported site project
- Site project handling
- Submit report for daily all project & office
- HR division handling good quality

Education

Kushtia Govt. College - M.B.S (Masters)— 2012

Kushtia Govt. Collage - B.B.S (Honor's)— 2008-2011

Kumarkhali Degree Collage-HSC- Business Studies- 2007

Alauddin Ahmed Secondary School – SSC -Business Studies - 2005