



Mahbub Zaman

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Professional Profile

Over three years of experience support leaders in finance, commercial, and management roles. I was adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.

Core Skills

- Bookkeeping
- Payment Voucher
- ERP Tally Software
- Digital Marketing
- Inventory Management
- Customer Experience
- Google Sheet
- Photoshop & Illustrator
- Data Entry
- Export/Import Documentation
- Microsoft Excel & Word
- HTML5 & CSS

Career Summary

Asset Developments & Holdings Ltd., Real estate developer

Gulshan-1, Dhaka

- **Junior Executive**, Operation Finance (5 mos.)

Jan 2020 - May 2020

Key Responsibilities:

- ERP Tally software usage for customer payment vouchers
- Posting transactions at General Ledger & Material Ledger
- Communication with banks & payees for financial transaction
- Maintain & update payment list, project index list via Microsoft excel
- Maintain payment document files

- **Junior Executive**, General Accounts (3 mos.)

Oct 2019 - Dec 2019

Key Responsibilities:

- Vehicle workshop store management
- ERP Tally software usage to make MRR & MTN for vehicle workshop spare parts & related material purchase & consumption
- Prepare monthly stock report in MS Excel by extracting data from ERP Tally Software
- Conduct fixed asset physical inventory that made from the outset of the year
- Manage scrap sale of abandoned material

- **Project Accountant**, Project Finance (1 yr. 3 mos.)

Jul 2018 - Sep 2019

Key Responsibilities:

- Prepare petty cash, FR and adjust timely
- Prepare monthly attendance, late present, absents, and short leaves
- Prepare month-end stock reports
- Maintain store ledger & registers
- Communication with the supply chain for smooth material delivery
- Manage and ensure security of store material
- Other administrative, material management & project safety security works

Roshawa Group, Engaged in producing cotton yarn
Commercial Officer, Export Division (1 yr. 6 mos.)

Banani, Dhaka
Jan 2017 - Jun 2018

Key Responsibilities:

- Prepare shipping documents for local export against back to back L/C
- Prepare & compose G.S.P certificate & cash incentive certificate
- Prepare delivery order and proforma invoice
- Receive and endorse foreign import documents in the bank
- Communication with bankers for payment, acceptance
- Cooperate import division in documentation
- Other tasks assigned by management

Al-Arafah Islami Bank Limited
Intern, General Banking (3 mos.)

Pragati Sarani, Dhaka
Nov 2015 - Feb 2016

Key Responsibilities:

- Account open
- Customer relationship management

Education & Qualifications

National University of Bangladesh
Master of Business Administration

Dhaka, Bangladesh
2018 - Present

- Concentration in Finance
- Exam Appeared

Bangladesh University of Business & Technology
Bachelor of Business Administration

Dhaka, Bangladesh
2012 - 2016

- Concentration in Finance
- CGPA 3.48

B.A.F Shaheen College

Dhaka, Bangladesh
2010 - 2011

- Business Studies
- CGPA 4.90

Language

- Bengali ●●●●●
- English ●●●●●
- Hindi ●●●●●

Interpersonal & Other Skills

- Adaptability
- Emotional Intelligence
- Effective Communication
- Decision Making
- Organizational Awareness
- Problem Solving
- Teamwork

Declaration

- I do hereby declare that the statements mentioned above are true and correct.



Signature & Date