

MD. ASRAFUL

Address: Niketan, Gulshan-1, Dhaka 1212
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Career Objective:

To develop career to reach an honorable position through hard working skill & intelligence to be proved personality of mother land, a challenging position is desirable which will allow professional growth an opportunity to excel.

Career Summary:

- Executive :(Finance & Banking)
(July-1-2019- to -Continuing))
GME Group (Graphic Machinery and Equipment Ltd.)

Company Location: Reflection Monem Villa, House#21, Road, #13, Niketan, Gulshan-1, Dhaka-1212.

Employment History:

- Executive (Finance & Banking Vat Department) (July -1-2019- to -Continuing)

GME Group (Graphic Machinery & Equipment Ltd.)

Company Location: Reflection Monem Villa, House#21, Road, #13, Niketan, Gulshan-1, Dhaka-1212.

Department: (Finance & Banking)

Duties/Responsibilities:

- Checking Bank Payment Vouchers, Bill Register, General Ledger and posting in Tally.
- Prepare C & F agents Bill payment and Posting in Tally.
- Collect & preserve import related documents (Bill of entry, C & F Bill, Shipping Bill, & Others and Posting in TALLY.
- Reconciliation of Bank Accounts statements.
- Bank payment and Fund transfer of Company.
- Prepare Stock of Projected Financial Statements for loan.
- Prepare liability position at the end of the year.
- Prepare summary of bank interest & Charges.
- Sister concern loan summary.
- Prepare employee Salary Statement.
- Vat & Tax related correspondent with NBR.
- Employee Salary & TDS payment monthly.

Academic Qualification:

Exam Title	Major	Institute	Result	Year	Duration	Achievement
Master of Business Administration (MBA)	Accounting	Rajbari Govt College.	CGPA:2.94 out of 4	2016	1	2.94
Bachelor of Business Administration (BBA)	Accounting	Rajbari Govt College.	CGPA:3.15 out of 4	2015	4	3.15
HSC	Business Studies	Goalundo Kamrul Islam College.	CGPA:3.8 out of 5	2011	2	A-
SSC	Business Studies	Daulatdia Model High School.	CGPA:3.44 out of 5	2009	2	B

Professional Qualification:

Certification	Institute	Location	From	To
Computer Course MS Office, Emailing Etc.	Somaj Seba Karjaloy,Rajbari	Rajbari Sadar	July 1, 2015	December-31,2015

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> Tally ERP 9 Microfin360 Finance/ Accounts Tax (VAT/ Customs Duty/ Income Tax) Finance & Bank Operation

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium

Personal Details :

Father's Name : Sobdul Hossen
 Mother's Name : Masuda Bagum
 Date of Birth : March 4, 1994
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 National Id No. : 19948212938000146
 Religion : Islam
 Permanent Address : Hawlekawtil, Goalanda,Rajbari 7710
 Current Location : Dhaka

REFERENCES	1. Md. Zahangir Hossen	2. Md. Ashraf Hossain Khan
	Manager The Daily Star Dhaka Cell: +01711837718 Relation: Relative	Professor Department of Accounting Rajbari Govt. College, Rajbri Cell: +8801715-399216 Relation: Academic

I do here by declare all information have presented are true on my knowledge. If requires and where application, these information can be supported by appropriate certificates papers.