

Nationality: Bangladeshi  
Marital status: Single  
Gender: Male

✉ House# 210/A  
Road# 06, Mohammadia  
Housing Limitad, Zip Code-1207  
Dhaka

## SALEQUE MAHMUD

Email: mahmudxero@gmail.com

Contact: +88 01937328089



### CAREER OBJECTIVE

Seek a challenging position at Commercial and Accounts Department to obtain a creative and challenging role in your organization that gives me opportunity for self-improvement and leadership, while contributing to growth of the organization with my knowledge and skills.

### CAREER SUMMARY

- ☐ Executive Accounts at **BDCONS Consultants Ltd.** From **Dec 1<sup>st</sup> 2018 to Present.**  
**Responsibilities:**
  - ✓ Operating & supervising the daily billing & invoice system, credit collection and settlement procedure.
  - ✓ Preparing & posting voucher to accounting software Tally ERP 9.
  - ✓ Preparing bank reconciliation statement.
  - ✓ Preparing monthly attendance sheet, salary sheet & festival bonus sheet.
  - ✓ Assist to prepare monthly & year closing necessary statements.
  - ✓ Maintaining entry and payment register of bill and documentation.
- ☐ Trainee Intern in Kazi **Farm Group** at Human Resource department (Payroll) from **Nov 1<sup>st</sup> 2016 to Feb 1<sup>st</sup> 2017.**

### ADDITIONAL INFORMATION

#### TRAINING & DEVELOPMENT

- **Tally ERP 9** software 2019.
- **Practical Accounting** from E7 training center.
- **Advance Excel** from E7 training center.
- Basic Knowledge on MS word and Power Point.
- Familiarity with **QuickBooks** and **XERO**.
- Basic knowledge on **SAP**.
- Trainee at **SEIP** skill development project Under **BACCO** on Essential BPO Skill and Finance and Accounting Outsourcing (**FAO & EBS**) from Oct-Dec 2019.
- Communicative English Language Speaking by **WASDA** 2019

### PROFESSIONAL QUALIFICATION

#### ✓ Post Graduate Diploma In Tax Management (PGDTM)

**From:** The Foundation Of Chartered Taxation Of Bangladesh  
**Institution:** United International University, Bangladesh  
**Status:** Running  
**Duration :** January 20 – July20

## ACADEMICS QUALIFICATION

Exam Title	Institute	Result	Year
<b>E.M.B.A</b> (AIS)	Jagannath University	Running	-
<b>B.B.A</b> (Accounting)	United International University	CGPA : 2.85 out of 4.00	2017
<b>H.S.C</b> (Business Study)	New Govt. Degree College, Rajshahi	GPA : 4.10 out of 5.00	2009
<b>S.S.C</b> (Business Study)	Seroil Govt. High School, Rajshahi	GPA: 4.56 out of 5.00	2007

## LANGUAGES

✓ <b>Bangla</b>	:	Native
✓ <b>English</b>	:	Functional
✓ <b>French</b>	:	Basic

## PERSONAL DETAIL

Father's Name : **Golam Mohammad**  
 Mother's Name : **Shefali Begum**  
 Nationality : Bangladeshi  
 Religion : Islam  
 Date of Birth : May 17 ,1992  
 Gender : Male  
 Blood Group : O+  
 Permanent Address : - Raninagor, Monnafirmor, House # 98, Ward: 27, PS: Boalia,  
 PO: Kazla-6204, Rajshahi.

## PERSONAL ATTITUDE

- -Self confident and self motivated
- -Ability to manage time under pressure
- -Willingly accepts responsibility

## FIELD OF INTEREST

- Passionate about **Cricket and Football** .Five times (2012-2016) participate in **ULAB** Intra Private University cricket tournament and three times (2013-2015) participate in Clemon Indoor Uni Cricket.
- Passionate to be a **Multilingual** speaker.
- Interest on **Volunteering** in different occasions.

## REFERENCE

2. **Monir Hossin ,ACCA**  
 CEO  
**BDCONS Consultant Ltd.**  
 H # 18, R # 02, Mohamadia Housing Society  
 Email : monir@bdcons.com  
 Cell :01821-222373

1. **Md. Sarower Jhahan**  
**Zas Opthamic**  
**Director Marketing**  
 Nurjahan Tower ,80 / 22  
 Bangla Motor ,Dhaka 10  
 Email : sarowar@zas.com.bd  
 Cell : 01817-147496

## DECLARATION

I do here by declare that the information given above is ture to the best my knowledge.