

## MD. AZIZOL HOQUE

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### **Career Objective:**

To craft a career in a reputed organization where I will get the opportunity to work with innovative ideas and motivation. The effort entails the utmost desire to be a mentor of fast growing Development Organization.

### **Career Summary:**

Extensive knowledge off generally accepted accounting principles, Thorough knowledge of the project billing process, High level proficiency in using relevant computer applications, like word processing and accounting software, Extensive knowledge of the standard contract terms, Excellent communication and interpersonal skills, Proven ability to work under stressful situations efficiently and meet deadlines, Ability to work with equal efficiency independently as well as in a group.

### **Special Qualification:**

MS Word, MS Excel, MS PowerPoint, Photoshop, Internet Browsing etc.

### **Employment History:**

**Total Year of Experience : 10 Year(s)**

#### **1. Executive-Accounts & Finance (April 01, 2017 – Continue)**

##### **Panna Distribution Ltd. (Sister Concern of Panna Group)**

Company Location : Nasir Trade Center (Level-06), 89, Bir Uttam C. R Datta Road, Dhaka-1205

Department: Accounts & Finance Department.

##### **Duties/Responsibilities:**

Maintain Petty Cash, Cash Book, Payroll, Maintain Daily Stock, Goods Received & Issue, Prepare Challan, Banking Work, Maintain Dealer Wise Party Ledger, Operate Accounting Software "Oracle Developer Forms Runtime" and Others Additional Works.

#### **2. Assistant Accounts Officer (June 01, 2015 – March 31, 2017)**

##### **Nipun Crafts Ltd**

Company Location : 17/1/C/1, Tolarbag, Mirpur-1, Dhaka-1216.

Department: Accounts Department.

##### **Duties/Responsibilities:**

Maintain of 08 Showroom Accounts, Maintain Petty Cash, Cash Book, Bank Ledger, Bank Reconciliation, Party Ledger, Payroll & Others Additional Works.

#### **3. Junior Accounts Officer (March 01, 2014 – May 31, 2015)**

##### **Mallik Group**

Company Location : Standard Center (2nd Floor), 27/1, New Eskaton Road Dhaka-1000.

Department: Accounts Department.

##### **Duties/Responsibilities:**

Maintain Petty Cash, Maintain Cash Book, Bank Ledger, Party Ledger, Payroll, Operate Accounting Software "DreamApps of OpenSesame" and Others Additional Works.

#### **4. Project Accounts Assistant ( January 01, 2011 - February 28, 2014)**

##### **Insights & Ideas Ltd.**

Company Location : 6E Gulshan Grace CWS (C), 8 South Avenue, Gulshan-, Dhaka-1212.

Department: Operations.

##### **Duties/Responsibilities:**

Every Month-Prepare advance plan for Project Running, Advance money sent to Field, Co-ordinate field work, Finished field work collect Bill, Prepare Bill Statement, Bill Statement sent to Bank, After bill transfer then inform All Base Center, Maintains Petty Cash.

Data Scrutiny, Data Coding, Data Entry, Data Processing & others Additional work.

**Academic Qualification:**

Exam Title	Concentration/ Major	Institute	Result	Passing Year	Duration	Achievement
M.B.A	Accounting	Dhaka University (Govt. Titumir College, Dhaka)	Appeared	2014	1 year	Post Graduate
M.com (Preliminary)	Accounting	National University (Govt. Bangla College, Dhaka)	2 <sup>nd</sup> Class, Marks :54%	2013	1 year	Post Graduate
B.com	Accounting	National University (Govt. Titumir College)	2 <sup>nd</sup> Class, Marks :52%	2012	3 years	Graduate
H.S.C	Commerce	Bokshigoni Govt. Kiamot Ullah College	GPA: 2.6 out of 5	2009	2 years	H.S.C Pass
S.S.C	Commerce	Bokshigonj N M High School	GPA: 2.25 out of 5	2007	2 years	S.S.C Pass

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 25,000  
 Expected Salary : Tk. 35,000  
 Preferred Job Category : Accounts Department, Research/Consultancy.  
 Preferred District : Dhaka, Jamalpur, Sherpur, Kishorgonj, Rajshahi, Rangpur, Sirajgonj, Tangail, Bogra.  
 Preferred Country : India, Japan, Malaysia, France, Kuwait, Singapore  
 Preferred Organization Types : Banks, NGOs, Multinational Companies, Group of Companies, Research Organization

**Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangali	High	High	High

**Personal Details :**

Father's Name : Md. Morzal Hoque  
 Mother's Name : Aziran  
 Date of Birth : May 07, 1991  
 Gender : Male  
 Marital Status : Single  
 Nationality : Bangladeshi  
 National ID No. : 19913910723000245  
 Religion : Islam  
 Permanent Address : Vill- Charkauria Vatiapara, Post- Charkauria Taliapara, Thana- Bokshigonj, Dist- Jamalpur.  
 Current Location : Dhaka

**Reference (s):****Reference: 01**

Name : Md. Mukter Hossain  
 Organization : Insights & Ideas Ltd  
 Designation : Accounts Executive  
 Address : 6E Gulshan Grace CWS (C), 8 South Avenue, Gulshan-1, Dhaka-1212  
 Phone (Off.) : 01712-126021  
 Mobile : 01972-126021  
 E-Mail : [bd.mukter@yahoo.com](mailto:bd.mukter@yahoo.com)  
 Relation : Professional

**Reference: 02**

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 Innovative Research & Consultancy Ltd  
 Sr. Executive, Data Analysis  
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 Professional

Yours Faithfully



Md. Azizol Hoque