



**Present Address:** Building – 5, Flat: B-4, Setu Homes,  
55 Box Nagar, Zoo Road, Mirpur – 1, Dhaka – 1216  
**Mobile:** 01627788572  
**E-mail:** reza.asfin@yahoo.com

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## REZA AL SAAD

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### Career Objective

Looking for an energetic early mid-level position to perform as a business professional with a view to use my analytical and presentation skills for the development of the company. My long interest in business research and well-practiced interpersonal skills will certainly add value to the company.

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### Professional Experiences:

#### **Management Trainee Officer – Operations (Bike)**

*RFL Group, 04/2021 – Present*

Responsibilities:

- Manage export buyers for sales and revenue generation.
- Maintain accurate & clear documentation for operational procedures & activities.
- Work with government and NGOs for complying export import documentation related regulations.
- Monitor freight forwarder, C&F agent and shipping line for smooth operation.
- Coordinate all supply chain system in an appropriate, cost-effective way.
- Purchase materials, plan inventory & oversee warehouse efficiency.
- Formulate strategic & operational objectives.
- Perform quality controls & monitor top line and bottom line of the business.

#### **Executive – Finance & Accounts**

*Geo Chem CPS Bangladesh Limited, 01/2021 – 04/2021*

Responsibilities:

- Assisting in the preparation of budgets and forecasts.
- Managing sales receipts and payments to suppliers and recording them.
- Preparation of receivables and payables aging reports.
- Reconciling bank statements every month.
- Processing invoices, proforma invoices & purchase orders.
- Supporting the Finance Manager and executives with projects and tasks when required.
- Recording transactions in Tally ERP 9.
- Maintaining VAT and Tax book of accounts.
- Ensuring compliances in all VDS and TDS related work.
- Ensuring a clean and timely year end audit.

#### **Junior Executive – Finance**

*E-valy.com Limited, 06/2020 – 01/2021*

Responsibilities:

- Preparing, examining, and analyzing bills/invoices, accounts receivables, sales records, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Maintaining & preparing all kind of vouchers, cash book, bank book, bill register, general ledger & different register related to finance & accounts.
- Creating and updating fixed asset register.
- Assisting seniors in Financial Report Preparation.
- Assisting with auditing expenses, checking financial documents, invoices, etc. to ensure adequate documentation, coding, and reporting of financial transactions.
- Assisting the internal/external audit team at field as well as central office.

#### **Intern**

*Southeast Bank Limited, 06/2011 – 09/2011*

Responsibilities:

- Account opening and providing customer care.
- Assisting in the analysis of business plans, forecasting cash flow and financial model calculation.
- Initiating bank check verification and check clearing.

### Education:

<i>Degree</i>	<i>Institute</i>	<i>Graduation Date</i>	<i>CGPA</i>
MSc Quantitative Finance	Christian-Albrechts-University of Kiel, Germany	19/04/2017	2.8 on German Scale
Bachelor of Business Administration (Finance)	Khulna University, Bangladesh	19/12/2011	3.06 on a scale of 4.00
Higher Secondary School Certificate	BCIC College, Dhaka, Bangladesh	07/09/2006	4.30 on a scale of 5.00
Secondary School Certificate	Monipur High School, Dhaka, Bangladesh	26/06/2004	4.63 on a scale of 5.00

### Technical Skills:

1. MS Word
2. MS Excel (Macros, Power Query, Power Pivot & Dashboard) (Expert Level)
3. MS PowerPoint (Expert Level)
4. LaTeX
5. Tally ERP 9 (Expert Level)
6. QuickBooks
7. RStudio

### Seminars & Trainings:

- DataCamp Certifications: Introduction to Python, Intermediate Python, Data Manipulation with pandas.
- Excel 2016: Essential Training, LinkedIn Learning.
- Brand New: Branding Concept, School of Management and Business Administration, Khulna University.

### Languages:

Bengali (Native), English (C1: IELTS 7.0), German (B1)

### Personal Information:

*Date of Birth:* 16/11/1989  
*NID:* 8243570945  
*Father's Name:* Md Rezaul Azam  
*Mother's Name:* Marzina Azam  
*Marital Status:* Unmarried  
*Religion:* Islam  
*Permanent Address:* B-2/F-9, Shantikunjo Housing, Zoo Road, Mirpur – 1, Dhaka – 1216

### References:

#### **Mohammad Tanvir Hossain**

Director, Business Solution & Accounting Research Center (BSARC) & Ex-Head of Finance, E-valy.com.Limited  
Phone: 01711505898  
Email: tanvir.hossain2005@gmail.com

#### **Hasanul Banna**

Accountant & Head of Accounts & Finance, Geo Chem CPS Bangladesh Limited  
Phone: 01712577634  
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#### **Sonjib Kumar Sarker**

Assistant General Manager, International Marketing, Matador Group & Ex-Operation Manager (Stationery), RFL Group  
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