

# Curriculum Vitae (CV)



## Md.Sabbir Hossain

**Mobile No:** +8801754383161

**Email:** [sabbirahmedmiraz005@gmail.com](mailto:sabbirahmedmiraz005@gmail.com)

**Present Address:** House no-32, Rood No-6, Uttora, Dhaka-1230

### Creare Objectives:

Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any settings. Excited to begin a new challenge with a successful team. Adaptable and driven with the strong work ethic and ability to thrive in team-based or individually motivated settings. Highly organized, proactive and punctual with team-oriented mentality.

### Skills| Technical Skills

- M/S Excel .
- M/s PowerPoint.
- M/s Word .
- M/s Access .
- Word press Web development.
- Internet searching & emailing.
- Data Entry & Mail Management .

### | Management Skills

- Financial planner and General ledger accounting
- Account reconciliation experts and Financial Statements analysis.
- Report writing and GL reconciliation

- Tax Return filing and understanding tax law.
- Tax knowledge and income tax professional.
- Collection and invoices processing and month-end documentation.

## Experience

### Asst. Income Tax Advisor

#### Babul Meah & Associations

Start Date: 01/02/2017 End Date: 31/12/2018

Eastern commercial complex, 73, kakrail(8th floor), Room- 8/07, Dhaka

#### Responsibilities:-

1. Learned to return filing and accounts to support office needs.
2. Achieve cost-saving by developing functional solutions to accounts problems.
3. Collaborated with others to discuss new tax law and account system opportunities.
4. Maintained updated Law knowledge through income tax and vat.
5. Provided excellent service and attention to customers when face-to-face or through phone conversation.
6. Improved customers satisfaction by finding creative solutions to problems.
7. Improved opportunities by working with team members and customers to find workable solution.
8. Earned reputation for good attendance and hard work.

### Executive Accountant

#### Bluedeep Textile Com. Ltd.

Start Date: 01/01/2019 End Date : 28/02/2020

Sector -3,Road-10, House-14, Post-1230

#### Description:

1. Perform bookkeeping, General ledger functions.
2. Prepare financial reports and statements for the management.
3. Reconcile vendor balances.
4. Make appropriate corrections in vendor account.
5. Assist marketing and sales team in collecting payments from customers.
6. Develop plans to target new customers.
7. Retain existing customers.
8. Initiate follow-up services to customers.
9. Interact with customers and vendors in processing orders.
10. Implement sales strategies to increase volume of business.
11. Develop sales and marketing strategies.

### Academic Qualification:

Exam Title	Major Subject	Institute	Result	Passing Year	Duration	Achievement
Masters of Business Administration	Accounting	Govt. Debendra Collage, Manikgonj	CGPA 3.13 Out of 4	2017	1 Year	MBA
Bachelor of Business Administration	Accounting	Govt. Debendra Collage, Manikgonj	CGPA 3.13 Out of 4	2016	4 Years	BBA
Higher Secondary Certificate	Business Studies	Motilal Degree Collage	GPA 4.20 Out Of 5	2012	2 Years	HSC
Secondary School Certificate	Business Studies	Daulatpur P.S High School	GPA 4.06 Out Of 5	2010	N/A	SSC

### Training Summary:

Training Title	Institute	Country	Location	Year	Duration
Diploma In Software Application	Postal Academy, Rajshahi	Bangladesh	Daulatpur, Postal Academy	2017	3 Months

### Language Proficiency:

Language	Reading	Writing`	Speaking
Bangla	Advance	Advance	Advance
English	Advance	Advance	Advance

### Personal Details :

Father Name : Md. Bazlur Rahman

Mother Name : Rehena Rahman

Date Of Birth : 06-11-1995

Nationality : Bangladeshi (by Birth)

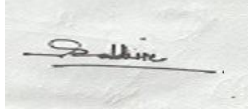
**Religion** : Islam

**Blood Group** : O+

**Marital Status** : Unmarried

**NID No** : 19959317612000252

**Permanent Address** : Vill- Chasha Vadra, P.O- Vadra, P.S- Nagarpur, Dist-Tangail.

A photograph of a handwritten signature in dark ink on a light-colored, slightly textured surface. The signature is cursive and appears to read 'Sabbir Hossain'. Below the signature, there is a thin horizontal line.

**(Md. Sabbir Hossain)**

**Date:**