

## RESUME OF MD. ASLAM HOSIN

Present Address: Road No : 11, House No : 38 (4th Floor)

Kallyanpur, Dhaka – 1207, Bangladesh.

Mobile No : 01722 – 212512

E-mail: [bsaslam@gmail.com](mailto:bsaslam@gmail.com)



### CAREER OBJECTIVE

To obtain a position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

#### **Professional Experience:**

**Total Year of Experience: 5 Year 7 Month (Joining 01 - June, 2015 to Present)**

Previous Position: Jr. Executive Accounts

Current Position: Executive Accounts (Effective from 01 January, 2018)

Employer Name: **Greenland Technologies Limited (A Concern of GETCO Group)**

Company Location: 26 Shyamoli .B.U.A.W. Chowdhury Road, Dhaka-1207, Bangladesh.

Department: Accounts & Finance.

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

- Ensure bank payment vouchers, receipt vouchers and all bank reconciliation accordingly. Also ensure journal vouchers are done timely manner and recorded accurately (as per cost center) in books of accounts.
- Recording and filling all receipt vouchers, payment vouchers, journal vouchers and contra vouchers through ERP Tally.
- Submit Customers Point Overdue report Financial Statement for monthly and yearly.
- Update inventory balance location wise Stock after completion of purchase/Stock Transfer/Sale/ adjustment through ERP Tally.
- Bank Reconciliation as well as loan account reconciliation.
- Maintaining & preparing all kind of vouchers, cash book, bank book, bill register, general ledger & different registers related to finance & accounts.
- Monitoring & checking Petty Cash Payment, Bank Payment, Journal Voucher, different bills, invoices & books of accounts & sales Statement.
- Ensure all transactions are recorded and re-conciliate them with bank statements.
- Checking & Verification of bills, vouchers and others supporting documents.
- Preparing monthly bank reconciliation statement maintains cash & fixed assets register.
- To ensure TDS and VAT calculation, deduction and deposited accurately & timely as per law.
- Any other task given by Head of Department and top management.

#### **Cost and Management Accountants (CMA)**

Name of Institute : **The Institute of Cost & Management Accountants of Bangladesh (ICMAB)**

Registration No : **20131773**

Result : **CMA Professional Level - 1 (600 Marks Completed)**

#### **Master's of Business Studies (MBS)**

Subject : **Accounting**

Obtained Result : **Second Class (57% Marks)**

Year of Passing : **2011 (Exam Held 2014)**

Institution : **Dhaka College, Dhaka**

University : **National University**

#### **Bachelor of Business studies (BBS)**

Subject : **Accounting**

Obtained Result : **Second Class (55% Marks)**

Year of Passing : **2010 (Exam Held 2013)**

Institution : **Dhaka Commerce College, Dhaka**

University : **National University**

### Higher secondary Certificate (HSC)

Group : **Business Studies**  
Obtained GPA : 3.40 out of 5.00  
Year of completion : 2006  
Institution : Govt. Shah Sultan College, Bogura.  
Board : Rajshahi.

### Secondary School Certificate (SSC)

Group : **Business Studies**  
Obtained GPA : 3.75 out of 5.00  
Year of completion : 2003  
Institution : Bogura Zilla School, Bogura.  
Board : Rajshahi

### **PERSONAL STRENGTH**

Being a responsible, polite and dedicated professional and enjoying diversified responsibilities. Ready to show my talented to develop and problem solving skills. Learn to follow any superior order or to be self motivated towards organizational benefit.

### **IT & COMPUTER SKILLS**

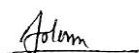
- Have knowledge on : **Diploma in Computer Science and Application.**
- Official Software : Knowledge Excel & Micro soft Word and Power Point, Internet Browsing Email Browsing, ERP Tally / Vangered ERP Online Software.

### **PERSONAL DETAILS**

Name : Md. Aslam Hosin  
Father's Name : Md. Rezaul Karim  
Mother's Name : Anguara Begum  
Present Address : Road No # 11, House No # 38 (4<sup>th</sup> Floor), Kallyanpur, Dhaka- 1207  
Permanent Address : Vill: Malgram Moddho Para, P. O. + P. S.: Bogura sadar, Dist: Bogura.  
Date of birth : 01-January, 1989  
Religion : Islam  
Nationality : Bangladeshi  
Marital status : Married

### **REFERENCES**

<b>Name</b>	:	<b>Prahallad Chandra Das, FCMA</b>	<b>K .M Obaidur Rahman</b>
<b>Designation</b>	:	Associate Member	Deputy General Manager
<b>Company Name</b>	:	The Institute of Cost & Management Accountants of Bangladesh (ICMAB)	Janata Bank Limited
<b>Address</b>	:	ICMAB Bhaban, Nilkhet, Dhaka.	Hobiganj Sadar, Branch
<b>Cell</b>	:	01718-773480	01554-352542
<b>E-mail</b>	:	<a href="mailto:prahalladdas@yahoo.com">prahalladdas@yahoo.com</a>	<a href="mailto:obaidur_jbl@yahoo.com">obaidur_jbl@yahoo.com</a>



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**MD. ASLAM HOSIN**