

Md. Rayhan Al Mahmud

Address: House # 18, Road # 6, Block # J, Rampura

Banasree, Dhaka-1219

Mobile: 01515636367, 01766671031

e-mail: rayhan216194@gmail.com



Career Objective:

I am a confident, motivated, reliable and hard-working person with a flexible approach to work and willingness to learn new skills. In my career I desire to work in an esteem organization, where I can utilize my experience and educational skills.

Career Summary:

- 1) Performing as a Finance Officer in Fakir Fashion Ltd.
- 2) Internship in IFIC Bank Ltd.
- 3) Attend multiple workshop on Finance and Accounts.

Employment History:

Total Year of Experience: 4.3 Year(s)

Finance Officer (July 3, 2017 - Continuing)

Fakir Fashion Ltd

Company Location: Dohargaon, Baliapara, Rupgonj, Narayanganj

Department: Finance.

Duties/Responsibilities:

- * Approval of pre-cost and ensure expected profit margin of an order.
- * Assist to prepare yearly master budget for fakir fashion ltd.
- * Preparing monthly departmental expense variance & sales variance report for master budget.
- * Prepare post costing report to compare with pre-cost and find out the inefficient cost center.
- * Check and verify all garments accessories, yarn, dyes, chemical & machinery's proforma invoice (PI).
- * Reconcile all proforma invoice (PI) with comparison statement (CS).
- * Cost of excess process loss analysis each stage of production plant.
- * Preparing monthly management report of cost of Material.
- * Checking comparative statement before sub-contract rate approval and verify with pre-cost.
- * Assist in physical inventory cycle counting every three-month end.
- * Prepare monthly inventory valuation report for fakir fashion ltd.
- * Responsible for accessories consumption cross-checking and reducing.
- * Prepare and submit financial value of short shipment report to management.
- * Monitoring all documents (MRR/challan/bank voucher/bill/approved rate) before payment.
- * Check and verify all purchase requisition.

Software Proficiency:

- * Microsoft Office Package XP, 2003, 2007 & 2010, Outlook.
- * Accounts Software- ERP Logic, Tally.ERP-9

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass. Year	Duration
MBA	Finance & Banking	Manarat International University	CGPA:3.27 out of 4	2016	1 year
BBA	Finance & Banking	Manarat International University	CGPA:3.57 out of 4	2015	4 Years
HSC	Science	Engineering University Uchcha Madhyamik Bidyalaya	CGPA:3.7 out of 5	2011	2 Years
SSC	Science	Motijheel Model High School	CGPA:4.94 out of 5	2009	2 Years

Professional Education:

The Institute of Cost and Management Accounts of Bangladesh (ICMAB), Foundation Level (Continuing).

Language Proficiency:

* Speaking and writing fluently both in English and Bengali with medium functionality in Hindi.

* Good in writing and experienced in research paper.

Personal Details:

Father's Name : Md. Harunur Rashid
 Mother's Name : Taslima Begum
 Date of Birth : 30th October, 1994
 Marital Status : Married
 Nationality : Bangladeshi
 National Id No. : 19942693603000014
 Religion : Islam (Sunni)
 Permanent Address : Village: Kalikapur, Ward no: 05, P.S.: Mehendigonj, Dist.: Barisal.

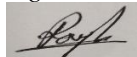
Reference (s):

Name: Md. Sabbir Hossain Designation: Sr. Project Manager Organization: Association for Aid Relief, Japan Address: 7F Mizuho 2-12-2 Tokyo, Japan Mobile: 01711085835	Kazi Mohammad Ullah (Mithu) Manager, Finance Fakir Fashion Ltd Rupgonj, Narayanganj 01672857431
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Proclamation:

I do, hereby assure that all the above information is true in the best of my knowledge.

Signature,



Md. Rayhan Al Mahmud