

MD. HAFIZUR RAHAMAN

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**Career Objectives:**

To make life challenging through a creative and competitive environment where I have the opportunity to assert strong sense of responsibility to know about the real world laid ahead me.

Employment History:**SAM (Sub Assistant Manager) (January 1, 2019-Continuing)****Pran-Rfl Group.**

Company Location: Pran-Rfl Center, Middle Badda, Dhaka-1212.

Department: Accounts & VAT.

Duties/Responsibilities:

1. Maintain all VAT related register like (4.3, 6.1, 6.2, 6.3, 6.4, 6.5, 9.1) as per New VAT & SD Act 2012 & Rule 2016& keeping record in NBR approved VAT software and own MS-Excel.
2. Checking VAT Challan Provided by the Vendor.
3. Dealing with Supplier for VAT Issues& informed the line manager for further instruction.
4. Preparation of all sort of supporting regarding Tax& VAT Assessment purpose.
5. Always keep update & Communicate with VAT & customs authority for facing the VAT audit.
6. Any other VAT & Tax related task assigned by the management time to time.
7. Payroll Management.
8. Petty cash handling
9. Prepare daily and monthly inventory report.
10. Prepare batch costing of production.
11. Checking of Bank Payment, Receipt and journal voucher through accounting Software and check monthly cash/credit sales & collection.
12. Assist preparing various reports for the management.

Executive (Internal Audit). (December 1, 2017 - November 30, 2018)**Jamuna Group.**

Company Location: Jamuna Future Park Dhaka, 1229

Department: Audit.

Duties/Responsibilities:

1. To check and verify all kind of Bill Voucher related to procurement and other related expenses.
2. To check and verify sales related documents such as sales incentive, trade offer calculation, half yearly and yearly incentive fan booking and delivery related work.
3. Prepare audit planning and conduct audit as be requirement of management.

4. Monthly inventory audit.
5. Product replacement audit.
6. Factory bill voucher audit.
7. Distributor Closing Audit if necessary
8. Sales Reconciliation report audit.
9. Payroll Audit
10. Any other work assigned by Department Head or Honorable Managing Director sir.

Academic Qualifications:

| <i>Degree</i> | <i>Institute</i> | <i>Major</i> | <i>Result</i> | <i>Passing Date</i> |
|---|---|---------------------------------|--------------------------|--------------------------------|
| Master Of Business Administration (MBA) | Jagannath University. | Accounting & Information System | CGPA: 3.52 Scale of 4.00 | 15 th October, 2019 |
| Bachelor of Business Administration (BBA) | Govt. B.M. College, Barisal. (National University) | Accounting | CGPA: 3.18 Scale of 4.00 | 14 th May, 2017 |
| Higher Secondary Certificate (HSC) | Amrita Lal Dey College, Barisal. | Business Studies | GPA: 4.90 Scale of 5.00 | 27 th July, 2011 |
| Secondary School Certificate (SSC) | W.B. Union Institution, Barisal. | Business Studies | GPA: 5.00 Scale of 5.00 | 26 th May, 2009 |

Skills & Abilities:

- **Language Proficiency:**
 - Proficiency in Bengali: Speaking, Reading & Writing (Excellent)
 - Proficiency in English: Speaking, Reading & Writing (Good)
- **Computer Skills:**
 - Microsoft Office [MS Word, Excel, PowerPoint], Adobe Photoshop and Adobe Illustrator.

Training & Personal Development:

| <i>Title</i> | <i>Topic Covered</i> | <i>Institute</i> | <i>Duration (Date)</i> |
|------------------------------------|---|----------------------|-----------------------------------|
| Enterprise Resource Planning (ERP) | Tally Setup, Create Ledger, Create Sales Register, Create Purchase Register, Posting Credit Voucher, Posting Debit Voucher, Posting Journal Voucher, Bank | Jagannath University | January-1, 2019 March 31, 2019 |

| Reconciliation & Others Transaction Posting. | | | |
|---|-------------------------------------|--|----------------------------------|
| Certified Professional MS OFFICE EXPERT | MS Word, MS Excel, MS PowerPoint | Bangladesh Computer Council, Barisal. | June 01, 2012-Sep 30, 2012 |
| 12th Barisal District Rover Mate Course | Rover Mate Training | Bangladesh Scouts Barisal District Rover, Govt. Commercial Institute, Barisal, Bangladesh | Aug 01, 2010-Aug 05, 2010 |

Personal Details:

Father 's Name : Md.Harun-Or-Rashid.
 Mother's Name : Pervin Begum.
 Date of Birth : 05 November, 1993.
 Religious belief : Islam.
 Marital Status : Unmarried.
 Nationality : Bangladeshi by birth.
 NID No. : 19930619484000265
 Blood Group : B Positive.
 Permanent Address. : C/O: Md.Harun-Or-Rashid, Village: Wazirpur, Post: Wazirpur,
 Upazilla: Wazirpur; District: Barisal.

Strength:

- Outstanding flexibility and adaptability with changes.
- Self-motivated for learning and taking responsibilities.
- Excellent communication and interpersonal skills.
- Good analytical and problem solving capacity & presentation skills.

Interest:

- Playing Cricket.
- Watching Movies.
- Traveling.

Certification

I, the undersigned, declared that the information provided here are correct, true and complete to the best of my knowledge and belief. If required, I will present all the necessary documents for verification.

Reference

Name : Ariful Islam.
 Organization : Pran-Rfl Group.
 Designation : Assistant Manager.

Mobile : 01704-130824
E-Mail : Hrm81@prangroup.com
Relation : Professional



Md. Hafizur Rahaman