



Md. Abdur Rahman (Pollob)

Career Objective

To develop the career in a challenging environment with exceptional development prospects and have opportunity to work in the arena where hard work, discipline, integrity, motivation and creative activities are the cornerstones of accomplishment.

Experiences

Company : Palmal Group of Industries

Designation : Executive – Treasury & Cash Audit

Department : Internal Audit, FDA & Costing

Location : Confidence Center, Shahazadpur, Gulshan, Dhaka - 1212

Duration : May 09, 2019 – April 13, 2020

Duties/ Responsibilities :

Document Process & prepare Audit findings memorandum. Examine validity & reliability of financial, accounting & others data and report any deviations. Check all type of Bank Statements, L/C Opening and Amendment voucher, Export Import Documents and verify all sorts of requisition, delivery challan, bill, voucher etc. To maintain proper documentation system for future reference. Check & Verified L/C Number, Date and Value. To collect Bank Statement, PAD/Acceptance Statement from Bank & A/C Dept. Acceptance Value & Date, Maturity Date, Bank Reference no. Given to Register Book. Acceptance, Opening, Amendment Commissions Check & Verified with CD A/C, Whether Commission Excess then Reimburse from Bank. BTB Payment Update to Register & Check with FC Held A/C. TT/FDD Payment Update to Register & Checked with ERQ A/C. Prepared Proceed Realization Statement and Check with CD, FC Held & ERQ A/C Statement. To Collect Cheque list from A/C Dept. & Check with CD A/C Statement. To Collect Loan Statement and Reconciled with bank statement.

Company : Shangu Group

Designation : Asst. Merchandiser

Department : Merchandising

Duration : August 9, 2016 – December 31, 2018

Location : Shangu Valley, House #5/A, Road #33, Sector #07, Uttara Model Town, Dhaka-1230

References

Name : Md. Nizamul Islam

Designation : General Manager

Organization : Palmal Group of Industries

E-mail : nizam.audit@palmalgarments.com

Contact Number : 01730796501

Name : Sheikh Mohd. Monirul Islam

Designation : Asst. General Manager & Branch In charge

Organization : Agrani Bank Ltd

E-mail : monirulabl@gmail.com

Contact Number : 01711048553

Certification

I hereby declare that the provided information in this resume is correct and any misrepresentation of information will make me ineligible & liable.

Md. Abdur Rahman (Pollob)

Current Address

180/6/21/1, 3rd Floor, East Rampura,
Titash Road, Dhaka-1219

Email : pollobtube@gmail.com

Contact no : 01761653702

Personal Information

Father's Name : Md. Borhan Uddin

Mother's Name : Poli Khondokar

Date of Birth : 1st March, 1992

Blood Group : O(+ve)

Religious Belief : Islam

Marital Status : Unmarried

Nationality : Bangladeshi

District : Gopalganj

National Id No : 5978976305

Education

M.B.A

Major : Management

Govt. Titumir College

Affiliated with University of Dhaka

CGPA : 3.03 out of 4.00

B.B.A

Major : Management

Govt. Titumir College

Affiliated with University of Dhaka

CGPA : 2.90 out of 4.00

H.S.C

Business Studies

Dhaka Commerce College

GPA : 5.00 out of 5.00

S.S.C

Business Studies

Bashir Uddin Adarsha High School

GPA : 4.50 out of 5.00

Software

Efficient in MS Word, MS PowerPoint

MS Excel & MS Outlook

Proficient in Windows - 98, XP, 7, 8 & 10

Language Proficiency

Bengali : Native

English : Speaking, Listening, Reading