**MD. SHIHAB MIA**

Address:13/D, FL: 6B, Bashbari,

Mohammadpur, Dhaka -1207.

Mobile: 01718781648  
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**Career Objective:** To work in a renowned company requiring knowledge and skills of my field of study. I would like to keep myself associated with the company that will lead to achievement and success for both the company and me in today’s competitive corporate environment with excellent career development prospect.

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| **Special Qualification:** |
| 1. Can learn quickly the necessary detail of work. 2. Ability to copy up with different situation. 3. Very good temperament and enjoy challenges.  4. Co-operative, innovative and hard worker. |

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| **Employment History:** | | | |
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|  | | 1. **Senior Executive Finance & Accounts. ( December 1, 2014 - Continuing)** | |
|  | **Concord Pharmaceuticals Ltd. A sister concern of Noapara Group.**  **Company Location**: Sima Blossom (11th Floor) Road # 16 (New), 27 (Old), Dhanmondi, Dhaka -1209.  **Department: Finance & Accounts.**  **Duties / Responsibilities:**  1. Strong analytical skills are also required, as well as the ability to create reports using tools such as ERP, Tally, Oracle Financials, Troyee and MS Office.  2. Monitor different bank account's balance adequacy and ensure all cheques are honored on a timely manner.  3. To prepared cost of goods sold & breakeven point.  4. Prepare Cash flow projection for different unit of using MS excel. 5. Handle accounts payable and receivable. 6. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.  7. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.  8. Prepare monthly general ledger account reconciliations & bank reconciliations. 9. Prepare monthly journal entries to close the monthly accounting records, analyzes GL and investigates and corrects any discrepancies.  10. Prepare different kind of payment voucher.  11. To Prepared monthly salary sheet. | | |
|  | | | 1. **Executive Accounts ( January 1, 2013 - November 30, 2014)** |
|  | **Bidcon ltd.**  Company Location: 978, East shewrapara, Mirpur, Dhaka -1216.  **Department: Finance & Accounts.**  **Duties / Responsibilities:**  1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.  2. Documents financial transactions by entering account information.  3. Recommends financial actions by analyzing accounting options.  4. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.  5. Substantiates financial transactions by auditing documents.  **Academic Qualification: ICMAB knowledge level completed business level is continuing.** | | |

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| **Exam Title** | **Concentration /Major** | **Institute** | **Result** | **Passing Year** | **Duration** |
| MBA | Finance | Southeast University | CGPA:3.41 out of 4 | 2014 | 60 Credit |
| MBS (Masters) | Management | National University | Second Class, Marks :55% | 2010 | 1 year |
| BBS(Honors) | Management | National University | Second Class, Marks :50% | 2009 | 4 YEARS |
| H.S.C | Business Studies | Tejgaon College, Dhaka. | CGPA:3 out of 5 | 2005 | 2 Years |
| S.S.C | Business Studies | Abdulabad High School,Faridpur. | CGPA:2.75 out of 5 | 2003 | 1 year |

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| **Career and Application Information:** |
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| ***Specialization****:* |
| |  |  | | --- | --- | | ***Fields of Specialization*** | ***Description*** | | * *Accounts& Finance* * *Admin* * *Human Resources* * *Administrative/Executive* | *• Preparation of Income Tax statements. • Maintain the cash disbursement for the field offices. • Maintain the cash disbursement for the official procurement. •Arrange various meeting regularly with the partner. • Checking & Passing of Clients Bills and daily cash. • Maintaining all Accounts, financial management, disbursement of fund for other company. • Office management and liaison with different Clients, Customers, Officials & other related matters. • Prepare salary statement and various financial reports.* | |

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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | **:** | Md.Firoz Bapary | | Mother's Name | **:** | Hosneara Begum | | Date of Birth | **:** | February 14, 1988 | | Gender | **:** | Male | | Marital Status | **:** | Married | | Nationality | **:** | Bangladeshi | | National ID No. | **:** | 6896485700 | | Religion | **:** | Islam (Sunni) | | Permanent Address | **:** | Vill+Post: Baliahaty, Ps.: Bhanga, Dis.: Faridpur. | | Current Location | **:** | Dhaka | |
| **Reference (s):** |

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| **Md. Abul Kalam**  Asst. General Manager  Navana Pharmaceuticals Ltd.  Mobile : 01755648844  E- mail: abul.kalam@navanapharma.com | **Eng. Md. Abdul Gaffar**  Bid Con Ltd. (Chairman)  978,East Shewrapara,Level - 2 Mirpur,Dhaka - 1216  Mobile No: 01711566537  E - mail: gaffer\_bidcon@yahoo.com |

**Certification:**

I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the authority to verify the information provided in this resume.

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**(MD. SHIHAB MIA)**

**Date of signing: 26/02/2020**