

**Curriculum Vitae**

**MD. SHAMRUL ISLAM**

Address : Banga Miller’s Ltd, Boraychara,

I.K Road, Ishwardi, Pabna.

Phone : **01747062297**

E-mail : **shantoislam584@gmail.com**

# Career objective

* To build up my career in the field of some challenging position in any organization where there is immense scope to work and prove ones expertise and to maneuver positive contribution in the organization by sincerely accomplishing the duties and responsibilities assigned to me.

# Professional Experience

* Worked as a **Sub Asst. Manager (Accounts)** Under the **Banga Millers Ltd**. Boraychara, I.K Road, Ishwardi, Pabna under **Pran-RFL Group of Company** since 13-02-2016 to till now.

**Duties and Responsibilities :**

1. Check Various type of bill, Check bill Payment and voucher making in EPR Software.
2. Properly petty cash handling Daily.
3. Maintain cash book, Bank book and subsidiary ledger of A/c Payable & A/c Receiveable
4. Monthly salary sheet checking and voucher prepare.
5. Monthly Reconciliation of stock report, Bank statement and checking of monthly closing balance
6. Maintain to the stock register , IOU holder register and Asset register.
7. Carry out any other task assigned by your supervisor.
8. Check all kinds of bill, voucher for audit purpose.

# Academic certification

**Masters of Business Studies (M.B.S) :**

Institute : National University.

Subject : Accounting

Passing Year : 2012

Result : 1st Class.

**Bachelor of Business Studies (B.B.S) Horn’s :**

Institute : National University.

Subject : Accounting

Passing Year : 2011

Result : 1st Class..

**Higher Secondary Certificate (H.S.C) :**

Institute : Daulatpur College

Group : Business Studies

Passing Year : 2007

Result : GPA: 3.80 out of 5.00

Board : Jessore Board

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**Secondary School Certificate (S.S.C) :**

Institute : B.D.S High School

Group : Humanities

Passing Year : 2005

Result : GPA: 3.94 out of 5.00

Board : Jessore Board

# What makes me different

* Self-motivated, intelligent, diligent and ready to go the extra leg to achieve the targets I have set for my self.
* Good presentation skill.
* Excellent Vocal and sense of humor.
* Capable to work within a team cordially & take challenges.
* Good interpersonal communication skill & organizing skill.

# Computer Skill

* **Expert in** : MS Word, Excel, Access, PowerPoint ,Internet & E-mail

# Language Proficiency

* Baegali : Fluent in speaking & writing as mother tongue.
* English : Efficient in speaking , writing & listening.

# Personal details

Name : Md. Shamrul Islam

Father’s Name : Md. Piar Uddin

Mother's Name : Most. Sokena Khatun

Present Address : Banga Miller’s Ltd, Boraychara,

I.K Road, Ishwardi, Pabna.

Permanent Address : Vill : Shoshidharpur, P.O- Taragunia

P.S- Daulatpur, Dist- Kushtia.

Date of Birth : 20-05-1989

Religion : Islam.

Nationality : Bangladeshi by Birth.

Language known : Bengali .

Marital Status : Married.

Height & Weight : 5'-7" & 70 kg

Blood Group : O (+) ve

Contract No. : 01747062297

NID No. : 5013940080143

# References

Md. Hossain Kabir

Manager

Banga Millers Ltd.

Pran -RFL Group of Company.

Mob: 01704-140484

Md. Mahfuzul Haque

Senior Principal Officer

IFIC Bank Ltd.

Narayanganj Branch, Narayanganj

Mob: 01712-595558

1. Md.

Assistant Professor

Institute of Social Welfare and Re

University of Dhaka

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Md. Shamrul Islam Date: