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| Resume ofMd. Nazmul Kabir Irshadullah Patwary & Co.  *Chartered Accountants.*  72, D.I.T. Road (3rd Floor)  Malibagh, Dhaka- 1217  Mobile: +8801725-535884  E-mail: [nazmulkabirshohel786@gmail.com](mailto:nazmulkabirshohel786@gmail.com) |  |  |

# Career Objective:

My immediate endeavor is to get associated with a reputed organization and be a part of the management team where I can enrich my skills further by learning and adopting environment, sharing knowledge and adding substantial values for achieving the vision of the organization.

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| **Career Summary:** |
| I got experience in reputed Accountancy Farm.   |  |  | | --- | --- | | **Special Qualification:** | | | * Work well under pressure as part of a team * Well-groomed appearance * Polite, respectful, and courteous manners * Responsible, efficient, and flexible * Ability to work in a fast-paced, intense environment smoothly * Ability to elicit confidence. | | | **Employment History:** | | | | **Total Year of Experience :** 1.7 Year(s) | | | | 1. | | **Manager Accounts and Admin (August 1, 2020 – to Present)** | |  | | **Usa Agro And Auto Bricks Ltd.** Company Location : House No: La-55, Post Office Road, Middle Badda Dhaka-1212 , Bangladesh  Department: Accounts and Admin  ***Duties/Responsibilities:***  1. Maintain all books of accounts, register, ledger etc. following accounting standard and accounting principles and policies of the organization. 2. Preparation of financial statements and necessary reports of the Company. 3. Ensure accounting accuracy in all transactions entered into the system and ensure the same is posted before month-end. 4. Prepare periodical Reconciliation Report; monitor reconciliations for core business areas and ensure these are done in a timely and accurate manner. 5. Supports budget and forecasting activities of the Company. 6. Maintains Party Accounts and reconcile on a timely manner. 7. Manage annual external audits & liaise with external auditors during audit period. 8. Ensure an accurate monthly, quarterly and year-end financial statement. 9. Perform any other accounts related tasks assigned by the management. | | 2. | | **Assistant Manager ( June 1, 2019 - July 31, 2020)** | |  | | JHM Group Company Location : House No:08, Fortune Shopping Mall ,level 8, Malibagh, Dhaka- 1217 Department: Accounts & Finance | |

# Professional Education:

Course : CA (CC)

Firm : Irshadullah Patwary & Co.

Principal : Mr. Irshadullah Patwary, FCA

Registration No : 27921/17

Apprenticeship period : 3 years (from 15-February -2017 to 14-February-2020)

# Academic Education:

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| **MBA** | Name of the Exam  University  Department  Result  Year of Passing | : Master of Business Administration  :National University (Govt. M.M. College, Jashore.)  :Accounting  :2.77 (Out of 4.00)  :2015 |
| **BBA** | Name of the Exam  University  Department  Result  Year of Passing | : Bachelor of Business Administration (Hon’s)  :National University (Govt. M.M. College, Jashore.)  :Accounting  :2.54 (Out of 4.00)  :2014 |
| **HSC** | Name of the Exam  College  Group  Board  Result  Year of Passing | :Higher Secondary Certificate  : Chowgacha Sarkari Collage.  :Business Studies  :Jashore  :3.90 (Out of 5.00)  :2008 |
| **SSC** | Name of the Exam  School  Group  Board  Result  Year of Passing | :Secondary School Certificate  :Chowgacha Hazi Sarder Mortaj Alli High School  : Business Studies  :Jashore  :3.81 (Out of 5.00)  :2006 |

# Training Summary:

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| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| Professional Tally ERP9 | Tally ERP9 | Business Software Solution Limited | Bangladesh | Poltan | 2017 | 30 Days |
| Workshop on Preparation for a Meaningful and Professional Future. | Preparation for a Meaningful and Professional Future | DBA,IIUC | Country | Dhanmondi, Dhaka. | 2015 | Day Long |
| Workshop on Debating | Debating | Debate Bangladesh | Bangladesh | Dhaka. | 2013 | Day Long |

**Career and Application Information:**

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| Looking For | : | Mid Level Job |
| Available For | : | Full Time |
| Present Salary | : | Tk. 40,000 |
| Preferred Job Category | : | Accounting/Finance, Bank/Non-Bank Fin. Institution |
| Preferred District | : | Anywhere in Bangladesh. |
| Preferred Country | : | Norway, United Kingdom, United States |
| Preferred Organization Types | : | Banks, Investment/Merchant Banking, Software Company, IT Enabled Service, Govt./ Semi Govt./ Autonomous body, Garments, Buying House, Interior Design |

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| |  | | --- | | **Specialization:** | | |  |  | | --- | --- | | **Fields of Specialization** | **Description** | | * Accounts * Compliance * Audit * TAX & VAT | Preparation of Financial Statement as per IAS. Tax service as per ITO 1984. Preparation of planning documents of audit engagement as per audit methodology. Designing the audit approach to carry out the engagement. Carrying out external audit function as per Bangladesh Standards on Auditing (BSA). Drafting and finalization of audit report on financial statements along with analysis of financial indicators and drafting of Management Letter. | | |  |  |

# Computer Knowledge:

* Have sound knowledge for operating several windows operating systems such as Windows 10, 8,7 Windows Vista, and Windows XP.
* Have sound knowledge for conducting Word Processing (MS-WORD), Spreadsheet Analysis (MS-EXCEL), Power Point Presentation (MS-PowerPoint).
* Have sound knowledge in case of working over internet for example e-mail correspondences, web browsing etc.
* Tally ERP Software

# Language Knowledge:

* Sound verbal, written & presentation skills in both Bengali & English.

# Personal Assessment:

I am excellent in team as well as very comfortable with individual assignments. It is nice to accept challenging jobs and to meet deadlines. Perfection in job with innovation and view things from different perspectives are my key forces to make my objective successful. Above all I look forward to have a dynamic career.

# Personal Information:

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| Father  Mother  Date of Birth  Blood Group | :  :  :  : | Md. Golam Mostafa  Feroja bagum  20th February 1991  B+ |  |
| Permanent address | : | Vill: Goribpur, P.O: Shinghojhuli  P.S: Chowgacha, District : Jashore | | |
| Nationality | : | Bangladeshi (by birth) | | |
| NID no | : | 19914111186000120 | | |
| Marital Status | : | Married | | |
| Religion | : | Islam | | |
| Sex | : | Male | | |

# Reference:

**Mr. Md. Irshadullah Patwary Mr. Md. Moazzem Hossain**

Principal Manager

Irshadullah Patwary & Co. Irshadullah Patwary & Co.

Chartered Accountants. Chartered Accountants.

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Malibagh, Dhaka- 1217 Malibagh, Dhaka- 1217

Cell: 01795-743119 Cell: 01712- 149954

E-mail : [iupc211@gmail.com](mailto:iupc211@gmail.com) E-mail : iupc211@gmail.com

# Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, the information above correctly describes my qualifications and experience

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**Md. Nazmul Kabir**