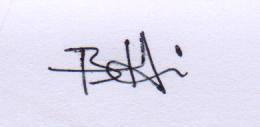


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| **mohammed belayet hossain**  **E-mail:** [belayet7583**@gmail.com**](mailto:%20belayet7583@gmail.com), **Contact no:**+**88 01716267835** |

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| **Mailing Address:**  **Mohammed Belayet Hossain**  C/O. Md.Ruhul Amin Nayan  House: 10/D (3rd Floor), KhantalBagan Dhal  Dhanmondi, Dhaka. |

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| **Objectives** | | Pursue a long term career in the field of Finance and Accounts in challenging environment of a Financial and Banking, Company Industrial, Multinational, or a large Corporation to significantly contribute to development of the country and bring personal fulfillment. | | |
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| **Overview** | | I have achieved credit of sound knowledge and working experience in Accounts, Vouching, Monitoring, Banking, Finance related activities, Customer relation, Site visiting and Application of accounting software. | | |
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| **Special Qualification** | MS Word, Excel & General and Practical knowledge in Internet & E-mail and Accounting  Software: Oracle and Tally Accounting software. | | |
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| **Present Service Position** | | **Executive (Accounts & Finance** from 10-01-2018 to till date)  **Northern Flour Mills Ltd & Northern Consumer Products Ltd**  **(M&J Group)**  ======================================================  29, Mohakahali C/A,  Dhaka-1212. | | |
| **Duties & Responsibilities:** | | 1. Petty cash disbursement against bill &IOU of Head office for NFML and NCPL and posting in the petty cash register separately for NFML &NCPL. 2. Invoice preparation for payment of petty cash expenditure of head office subject to track proper natural accounts and cost centre along with matching PO and GRN accordingly. 3. Record Keeping and archiving of all payment voucher along with invoice sequentially and preserve the scan copy of bill with the respective voucher in ERP properly. 4. Money receipts issue to the respective party upon confirm cash receipts or on line deposit from customer with respective bank account along with posting and applying with the customer invoice in AR module accordingly. 5. Carry out any other jobs as assigned by management from time to time. 6. Monthly customer balance position reconcile with manual register. 7. Monthly Bank Reconciliation statement. | | | |
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| **Previous Service Position**  **(i)** | | **Accounts Officer** from 01-02-2015 to 09-01-2018.  VERBAL (Electronics Security System )  120/A, R .S Bhaban (3rd floor) Motijheel C/A,  Dhaka-1000 | |
| **Duties & Responsibilities:** | | 1. Maintain Petty Cash and Bank. 2. Prepare & Maintain bills & vouchers of the organization. 3. Maintain & Making all sort of accounting entries in software. 4. Monitoring and checking financial activities, transactions and expenditures. 5. Prepare Bank Reconciliation on monthly basis. 6. Maintain and Monitor Accounts Receivables / Payables. 7. Reconciliation of company balance with debtor's & Creditors balances. 8. Maintain Stock Report. | | |
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| **Previous Service Position**  **(ii)** | | **Assistant Manager Accounts & Finance** from 01-08-2009 to 31-10-2014  **FARR CERAMICS LIMITED**  **Factory**  Bhabanipur, Gazipur  **Head Office**  TMC Building (6th Floor)  52 New Eskaton Road  Dhaka 1000  **Tel: 9340991-3** | |
| **Duties & Responsibilities:** | | 1. Maintaining Import Register in details. 2. Preparing Monthly L/C Statement. 3. Giving Raw-materials requisition. 4. Visiting and monitoring Local Market for Internal Audit Purpose. 5. Invoice Checking (Local). 6. Monitoring the distribution of invoice & money receipt to the Dealer.   All other works as per top management from time to time. | | |
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| **Previous Service Position**  **(iii)** | | **Executive (Finance)** from 03-05-2003 to 31-07-2009  **OCEAN INTERNATION LTD.** Dhaka,  Agent - **HYUNDAI MERCHANT MARINE CO. LTD.*(South Korea)***  National Scout Bhaban. ( 14th floor )  70/1, Inner Circular Road, Kakrail, Dhaka, Bangladesh | |
| **Duties & Responsibilities:** | | 1) Prepare & Maintain bills & vouchers of the organization.  2) Maintain & Making all sort of accounting entries in software.   1. Monitoring and checking financial activities, transactions and expenditures. 2. Prepare Bank Reconciliation on monthly basis. 3. Maintain and Monitor Accounts Receivables / Payables. 4. Reconciliation of company balance with debtor's & Creditors balances. 5. Maintain Stock Report | | |
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| Academic Qualification | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of Degree** | **Concentration/Major** | **Board/University/Institute** | **Result/Class** | **Time of Completion** | | M.com | Accounting | National University (Jagannath University College ) | Second Class | 1996 (Held in 1999-2000) | | B. Com (Honors) | Accounting | National University (Jagannath University College ) | Second Class | 1995 | | H.S.C | Commerce | Dhaka | Second Division | 1992 | | S.S.C | Science | Dhaka | Second Division | 1990 | | | | |
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| **Personal Information** | Father’s Name : Md. ShahidUllah  Mother’s Name : Mrs.Moniza Begum  Date of Birth : 25/07/1975  Religion : Islam  Nationality : Bangladeshi  National ID Card No. : 418 494 2342  Marital Status : Married  Permanent Address : **‘Moni Kunz’** House # A-285(Old),  A/175 (New), Mizmijee East Para, (Mujib Bag),  P.O-Mizmizi, P.S-Siddirgonj, Dist-Narayangonj,  Bangladesh. | | | |
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| **References** | |  |  | | --- | --- | | **1) Mohammed Mofijul Islam**  **Head of Accounts and Audit Ceramic Gallery**  **13, Poribag, Hatirpool, Shahabag Dhaka-1000**  **Cell: 0197-5288166** | **2) Md.Mahbub-ul-Alam**  **Head of Operation**  **Northern Flour Mills Ltd**  **Northern Consumer Products Ltd**  **29, Mohakhali, Dhaka-1212**  **Cell: 0172-9291300** | | | | |

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Mohammed Belayet Hossain