|  |  |  |
| --- | --- | --- |
| **Present Address:** 145/5, Model Abasik Elaka, Matikata, ECB Chattar, Dhaka-1206.  **Permanent Address:** Ward # 06, Charfassion, Bhola. +88 01777676770  +88 01929014130  [kkhumaoun@gmail.com](mailto:kkhumaoun@gmail.com)  **Key Experiences Total Years: 06+ Years** | **Name:** Humaoun Kabir Khan  **Son of:** Md. Fayzur Rahman Khan and Kahinur Begum | E:\Humaoun Share\Humaoun\HK New Photo.jpg |

I want to take part in role in an energetic position in an organization employing my theoretical and practical knowledge acquired throughout my life which may lead to me to my ultimate objective as I want to be a consummate higher key of management.

As a fully qualified teacher with 03 years of varied experience, there`s much I can offer to the education of our young student. I am confident that my passion for the student development, together with my skills and expertise will enable me to make a significant difference.

* **Strategies Teaching**
* **Administrative Duties**
* **Reconcile Report**
* **Income Statement**
* **Programme Management**
* **Purchase order system**
* **Payroll & Income TAX**

**Lecturer in Accounting 1st Jan, 2013 ---- 31st March, 2016**

**Future Commerce College**

Malibag (Chowdhury Para), Under Dhaka Board.

* To provide high quality input to the students of the college as required.
* To develop flexible strategies for teaching, learning and assessment.
* To contribute to programme management and administrative duties as appropriate.
* Prepare course materials, such as syllabus, homework assignments, and hand-outs.
* Maintain student attendance records, grades, and other required records.
* Compile, administer and grade examinations, or assign this work to others.
* Maintain student attendance records, grades, and other required records.
* Participate in student recruitment, registration, and placement activities.
* Collaborate with colleagues to address teaching and research issues.
* Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.

**Board Examiner: Accounting & Finance (Dhaka Board).**

**Examiner Code: 2284**

**Officer (Accounts & Finance)**

**Abedin Equipment Ltd. 9th April 2016 ---- Continuing**

**(Concern of Group Q.A)**

House 69, Road-4, Block-C, Banani,  
Dhaka-1213.

**Principal Accountability**:

* Prepare sales invoice, Debit & Credit note.
* Prepare & Posting Bank receipt & Payment voucher.
* Prepare money receipt/ deposit slip against cheque /pay order.
* Analysing & reporting overdue status of accounts receivable.
* Prepare outstanding report & follow up for payment recovery**.**
* Prepare cheques for all accounts due.
* Prepare and reconcile bank statements.
* Assist with the annual audit.

**Academic Qualification:**

* Ensure transactions are properly recorded and entered into the computerized accounting system.
* Prepare Trial Balance and income statements.
* Prepare balance sheet.
* Prepare Import Journal & Follow up C & F Agent’s payments.
* **Analysing Inventory status**

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| **Professional Certificate** | | |
| **Name of Degree/ Courses** | Subject | **Name of The Institution** |
| Passed NTRCA Examination in 2012 Roll : 42205847 | Accounting | Teachers Registration and Certificate Authority (NTRCA) Ministry of Education. |

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| **Professional Training (Formal Training)** | | |
| **Name of Training** | Duration | **Name of The Institution** |
| Export Marketing | 7 days | BSCICS, Skiti, Uttara, Dhaka. |
| Setting, Moderating and Marking of Creative Questions at Higher Secondary Level. | 3 Days | Teachers Training College  (Organized by: Secondary Education Sector Development Project (SESDP). |

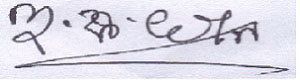
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| **Academic Qualification** | | | | | |
| **Exam** | Name of Institution | Major | **Year of  passing** | Result | University |
| MBS | Govt. Titumir College | Accounting | 2008 | 2nd Class | National University |
| BCOM (Honours) | Govt. Titumir College | Accounting | 2007 | 2nd Class | National University |
| H.S.C | Adamjee Cantonment College. | Business Studied | 2003 | 3.30 | Dhaka Board |
| S.S.C | Adamjee Cantonment Public School | Science | 2001 | 4.25 | Dhaka Board |

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| **Personal Details:**  Father's Name : Mohammed Fayezur Rahman Khan   |  |  |  | | --- | --- | --- | | Mother's Name | : | :Kohinoor Begum | | Date of Birth | : | :March 06, 1986 | | Gender | : | :Male | | Marital Status | : | :Married | | Nationality | : | :Bangladeshi | | National Id No. | : | :1905636377 | | Religion | : | :Islam | | Location | : | :Dhaka | |
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| **Language Proficiency** | | | | |
| **Language** | Reading | Speaking | **Writing** | **Understanding** |
| Bengali | Very Good | Very Good | Very Good | Very Good |
| English | Very Good | Good | Good | Very Good |
| Hindi | No | Good | No | Very Good |

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| --- |
| **Computer Knowledge** |
| Full Computer Operating, Internet Browsing, E-mail, MS-Word, MS-Power Point & MS-Excel Work, Excellent using MS-Excel Function & Tally Software. Typing Speed (Bangla 35 & English 45). |

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| **References** | |
| Md. Mamun Khan  Asst. Manager (HR)  Kai Aluminium  Baridhara-Dhaka  Phone: +88 01717470695 | Golam Mustafa  Sr. Lecturer  Morgan School & College  Narayangonj- Dhaka.  Phone: 01734841429 |

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***(Humaoun Kabir Khan)***

* A. B. M. Sirajul Islam Azad  
  Deputy General Manager, Admin & HR  
  Corporate Head Office

Palmal Group

Phone: +88 01841068414

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  Deputy General Manager, Admin & HR  
  Corporate Head Office

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