**CURRICULUM VITA**



***Md. Mujibul Haque Lotus***

**Mailing Address:**

**House#66, 5th Floor, Flat-E1,**

**Mollapara, Taltola, Agargoan, Sher-e-Bangla Nagar,**

**Dhaka-1207. Bangladesh.**

**Mobile: +8801734332623**

**E-mail: lotus1988125@gmail.com**

* ***CAREER OBJECTIVE :***

**Intending to work in more responsible and challenging position where I can ensure my best performance and creativity with my sincere effort to make a significant contribution in area of Account, Finance, Management Accounts & Auditing.**

* ***CAREER SUMMARY :***

**Accountant with 4.6 years’ experience of Finance & Accounting. Expertise in preparing financial statement, Bank reconciliation, monitoring daily cash transaction, Check and verify all accounts related bills & vouchers. Also monitoring accounts payable & accounts receivables. A remarkable experience of working in accounts & finance department in difference two companies.**

* ***PROFESSIONAL GOAL***

***To work as part of a dynamic team where there is an opportunity to make significant contribution along with developing personal skills and for sustainable development with maximum utilization of the scarce resources.***

* ***PROFESSIONAL EXPERIENCE :***
* ***Present Status:***

Address : House No-288 (5th Floor ) , Road No: 19/C, , New DOHS,

Mohakhali, Dhaka-1206.

Duration : From 10-Oct- 2018 to till date

Name of Company : Mazid Sons Construction Limited. (As a group Of Company)

Position : Sr. Executive Accounts & Admin Officer.

Major Responsibilities:

* **Properly prepare receipt voucher, payment voucher, cash book, general ledger, bank book, bill register, debtors & creditors ledger, party registers to accounts & finance.**
* **Provide correctly Transfer entry, Contra entry, Bank receipt, Bank payment, Cash payment & Journal entry in Tally ERP-9 & payroll.**
* **Excellent understanding of multi-location payroll and taxes**
* **Familiarity with payroll software/ HRIS and MS Office (especially Excel)**
* **Properly prepare Head Office & All Showroom Employees Salary, Advanced salary adjust, disbursement & posting to Tally ERP-9.**
* **Develop systems to process payroll account transactions (e.g. salaries, benefits, garnishments, deductions, taxes and third party payments).**
* **Prepare Projects Base Monthly Income Statement**
* **Prepare statement of Cash Flow monthly & annually.**
* **Checking, verifying& preserving all of bills and arrange payment as per required.**
* **Import purchase, local purchase bill check & posting to Tally ERP-9.**
* **Prepare of monthly Dealers incentive as per approval sales target**
* **All HR related work few month , All banking & Finance Work.**
* **Any Other task assign by the management.**
* **Previous Status**

Address : 68/A, House No-06, Gulshan-02, Dhaka-1212

Duration : From 03-Jan- 2015 to 5-Sep-2018

Name of Company : Jennys International Limited. (As a group Of Company)

Position : Executive Accounts & HR Admin.

Major Responsibilities:

* **Properly prepare receipt voucher, payment voucher, cash book, general ledger, bank book, bill register, debtors & creditors ledger, party registers to accounts & finance.**
* **Provide correctly Transfer entry, Contra entry, Bank receipt, Bank payment, Cash payment & Journal entry in Tally ERP-9.**
* **Excellent understanding of multi-location payroll and taxes**
* **Familiarity with payroll software/ HRIS and MS Office (especially Excel)**
* **Properly prepare Head Office & All Showroom Employees Salary, Advanced salary adjust, disbursement & posting to Tally ERP-9.**
* **Develop systems to process payroll account transactions (e.g. salaries, benefits, garnishments, deductions, taxes and third party payments).**
* **Prepare Head Office & All Showroom Monthly Income Statement**
* **Prepare statement of Cash Flow monthly & annually.**
* **All HR related work few month , All banking & Finance Work.**
* **Any Other task assign by the management.**
* ***EDUCATIONAL QUALIFICATION***
* ***Name of Exam : M.B.S in Management***

***Result : 2nd Class***

***Institution : Kurigram Govt. College***

***University : National University***

***Passing Year : 2011***

* ***Name of Exam : B.B.S in Management***

***Result : 2nd Class***

***Institution : Kurigram Govt. College***

***University : National University***

***Passing Year : 2010***

* ***Name of Exam : H.S.C***

***Result : 4.40***

***Group : Business Studies***

***Institution : Kurigram Mojida Adarsha Degree College***

***Passing Year : 2006***

***Board : Rajshahi***

* ***Name of Exam : S.S.C***

***Result : 3.50***

***Group : Science***

***Institution :Kurigram River View High School***

***Passing Year : 2004***

***Board : Rajshahi***

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| COMPUTER SKILLS |

**Operating System:Windows 7, Office-2007, 2010, 2013, 2016**

**Application Software:** MS Word & Excel, Internet Explorer & Outlook Express

**Accounting Software:Tally ERP-9** &**ERP**- Benzes Roots (Customizing)

* ***SPECIAL SKILLS***
* **Hard working, Quick learner, Self-Confident**
* **Effective communication skills**
* **Excellent networking skill**
* **Ability of work efficiently under pressure and fulfill deadlines**
* **Willing to accept responsibility or within a minimum supervision**
* **Full faith upon the omnipotent almighty.**
* ***HOBBIES & INTEREST:***

**Keen Interest in reading, cultural activities, creating thinking, traveling, improving skills &working in the challenging environment.**

***PERSONAL DETAILS***

***Name : Md. Mujibul Haque***

***Father’s Name : Md. Shamsul Haque***

***Mother’s Name : Mrs. Lucky Begum***

***Date of birth : 05 December1988***

***Religion : Islam***

***Nationality : Bangladeshi by birth***

***Marital Status : Single***

***Gender : Male***

**Passport No. : BN0558836**

**National** ID : **3255826863**

**Birth Registation No. :** **20094923302003806**

* ***PERMANENT ADDRESS***

***House No:26, Road No:1/3, Vill: Mollapara, Post Office: Kurigram,***

***Upzilla :Kurigram, Dist: Kurigram.***

* ***REFERENCE***

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| ***Md. Imran Khan Rony***  ***Senior Officer, Accounts***  ***ministry-of-l[ocal Government Engineering Department (LGED) of-Bangladesh, Motijheel, Dhaka-1000.](https://www.bdjobscareers.com/lged-job-circular/)***  ***[Mobile: 01551-611984,](https://www.bdjobscareers.com/lged-job-circular/)***  ***[E-mail- lotus1988125@gmail.com](https://www.bdjobscareers.com/lged-job-circular/)*** | ***Md. Shainur Rahaman Shain***  ***Senior Officer,Tax***  ***[National Board of Revenue (NBR), Bangladesh,](mailto:National Board of Revenue (NBR), Bangladesh,  Dhaka-1000.Cell: 01719-283590E-mail- lotus1988125@gmail.com)***  ***[Dhaka-1000.](mailto:National Board of Revenue (NBR), Bangladesh,  Dhaka-1000.Cell: 01719-283590E-mail- lotus1988125@gmail.com)***  ***[Cell: 01719-283590](mailto:National Board of Revenue (NBR), Bangladesh,  Dhaka-1000.Cell: 01719-283590E-mail- lotus1988125@gmail.com)***  ***[E-mail- lotus1988125@gmail.com](mailto:National Board of Revenue (NBR), Bangladesh,  Dhaka-1000.Cell: 01719-283590E-mail- lotus1988125@gmail.com)*** |

* ***DECLARATION OF AUTHENTICITY***

**I do here by declared that all the above information is true and correct to the best of my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates/ papers.**

***Md. Mujibul Haque***

***Date:***