# Mahmuda pic.png

MAHMUDA KHATUN

# 347,347/1, Free School Street,Hatirpool,Sonarga RoadKalabagan, Dhaka, Bangladesh, Phone NO:+8801558191803, +8801675550104, Email: [umahmuda12@gmail.com](mailto:umahmuda12@gmail.com)

**PROFESSIONAL SUMMARY**

To work with a well-reputed organization where I can advance my career and contribute to the growth of the organization through hard work, persistency in work performance.

**SKILLS**

* Accounting Software: ERP • Attention to detail •Communications Optima, ERP-9 &Tally.
* Documentation and • Multi-tasking • Project Coordination

Reporting

**COMPUTER KNOWLEDGE**

* Accounting Software: ERP Optima
* Accounting software: Tally ERP-9 (Accounting, Inventory and Payroll management software)
* Internet browsing, e-mailing.
* SEO analysis
* MS office programs: MS Word, MS Power Point, MS Excel and Illustrator.

**EXPERIENCE**

**Present Job: September 2015 -Current**

**Deputy Manager (Finance & Accounts)**

**ABDUL MONEM LIMITED, DHAKA, BANGLADESH**

**Responsibilities:**

* Collaborated with [Department, team or personnel] to plan, develop and implement the Project & programs.
* Scrutinize bills, vouchers in accordance with financial policy of the organization for payment processing.
* Ensure that Income Tax and VAT is deducted from bills as per the government rules before making payments and deposit to Govt. treasury.
* Preparation of payment for staff, suppliers etc. through cash/Bank
* Collection of financial instruments from bank and other resources and maintain in safe custody.
* Make sure that all the supporting documents are affix with vouchers and no duplicate payment is made.
* Petty cash payment to and reconciliation on a regular basis.
* Input all transaction in ERP on a daily basis and make sure that the data entering in system are error free.
* Preparation of bank reconciliation report on a monthly basis.
* Prepare monthly sales & collection report.
* Assist AGM (F&A) in financial matters particularly in preparation of budget, Profit & loss account, financial reports as per organizational requirement.
* Ensure payment receipt from customer, check products approved rate and issue sales delivery order through ERP software as per sales policy.
* Any other specific areas of responsibilities shall be assigned from time to time by the line manager.

*Previous Job: December, 2013 – January, 2015*

**Relationship Manager**

**SHINHAN BK LIMITED**

**Responsibilities:**

* Making all kinds of bill & voucher.
* Making FDI reports to Bangladesh Bank.
* Prepare monthly sales, purchase, inventory and cash flow statement.
* Prepare daily expenditure summary sheet and cash denomination sheet.
* Updating the Accounts in software on a regular basis.
* Making catalog design and advertisement idea.
* Any other duties assigned by the management.

**Internship Program: October, 2012 – December, 2012**

I completed my Internship program for B.B.A. from **Islami Bank Bangladesh Limited**. Major in Accounting and information system.

**EDUCATION**

**ICMA**

The Institute of Cost and Management Accounts of Bangladesh (ICMAB)

Business Level (Student of 2019-2020 batch)

**M.B.A**

International Islamic University Chittagong

GPA: 3.27 out of 4.00

Year: 2014

Major in Accounting and Information System.

**B.B.A**

International Islamic University Chittagong

GPA: 3.46 out of 4.00

Year: 2013

Major in Accounting and Information System.

**Higher Secondary Certificate**

TNT Mohila Degree College, Dhaka, Bangladesh

GPA: 4.20 out of 5

Year: 2008 from Dhaka Board

Subject: Business Studies

**Secondary School Certificate**

Lake Circus Girls' High School, Dhaka, Bangladesh

GPA: 5 out of 5

Year: 2006 from Dhaka Board

Subject: Business Studies

**PERSONAL INFORMATION**

**Father’s Name :** H.M. Mutahar Uddin

**Mother’s Name :** Asia Khatun

**Date of Birth :** 6th January, 1991

**Nationality :** Bangladeshi

**Religion :** Islam (Sunni)

**Present Address :** 347,347/1 Free School Street, Hatirpool, Sonarga Road, Kalabagan, Dhaka

**Permanent Address :** 58, North Dhanmondi,Kalabagan,Dhaka

**Blood Group :** A+

**REFERENCES**

1. Engr. Sarit Kumar Lala 2. Shahidul Islam Molla

Advisor, FAVP & Head of Branch

Abdul Monem Ltd Faridpur Branch,

Dhaka,Bangladesh United Commercial Bank Limited

Mobile: + 8801912015002 Mobile: +8801711883740

Email: [sklala@amlbd.com](mailto:sklala@amlbd.com) Email: hob.frd@ucb.com.bd