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| |  |  |  | | --- | --- | --- | | **MD. MASUDUR RAHAMAN** | |  | | --- | |  | | | Address: Sylhet Pulp & Paper Mills Ltd., Chhatak Paper Mills, Chhatak, Sunamganj 3082  Mobile No 1: 01744944171  e-mail : masud@live.ie | |

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| **Career Objective:** |
| Looking a challenging career, where there is scope for demonstration, always on a look out for a positive and bigger outlook.  Always ready to approach any project and also have confidence in self abilities and determine to pay strict attention to details. |

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| **Employment History:** | |
| **Total Year of Experience :** 5.6 Year(s) | |
| 1. | **Senior Executive ( April 15, 2019 - Continuing)** |
|  | **Nitol-Niloy Group**  Company Location : Chhatak, Sunamgonj.  Department: Customs & Vat  ***Duties/Responsibilities:***  1. Handling of all VAT matters of the company and correspondence with VAT Authority. 2. Maintain liaison with Govt. office, VAT circle and division office for working VAT related work. 3. Handle VAT audit conducted by Govt. and other respective authorities. 4. Prepare VAT reconciliation statement between VAT record and accounting record. 5. VAT audit reply and explanation drafting. |
| 2. | **Sr. Executive- VAT ( January 3, 2015 - April 11, 2019)** |
|  | **MEP FAN LTD.**  Company Location : Barishal.  Department: Finance & Accounts- VAT  ***Duties/Responsibilities:***  01) Maintaining Musak-1, Musak-7, Musak-11, Musak-16, Musak-17, Musak-18, Musak-19 and other books/papers related to VAT. 02) Make a Close relationship with the Customs office. 03) Preparation and submission of VAT related report. |
| 3. | **Executive- VAT ( January 5, 2014 - December 30, 2014)** |
|  | **Uttara Group Of Companies**  Company Location : Dhaka  Department: Finance & Accounts- VAT  ***Duties/Responsibilities:***  Maintaining Musak-1, Musak-7, Musak-11, Musak-16, Musak-17, Musak-18, Musak-19 and other books/papers related to VAT. |

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| **Academic Qualification:** |
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| **Training Summary:** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** | | ICDL ( International Computer Driving Licence ) | MS Word, MS-Excel, Ms-Access, Power Point, Outlook. | New Horizons Computer Learning Centers | Bangladesh | Dhaka | 2014 | 140 Hours | |

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| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Mid Level Job | | Available For | : | Full Time | | Present Salary | : | Tk. 30000 | | Expected Salary | : | Tk. 40000 | | Preferred Job Category | : | Accounting/Finance, Bank/Non-Bank Fin. Institution | | Preferred District | : | Anywhere in Bangladesh. | | Preferred Organization Types | : | Banks, Insurance, Leasing, Investment/Merchant Banking, Real Estate, Group of Companies, Research Organization | |

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| **Specialization:** |
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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Md. Maynuddin Mollah | | Mother's Name | : | Meherun Nesa | | Date of Birth | : | January 1, 1989 | | Gender | : | Male | | Marital Status | : | Single | | Nationality | : | Bangladeshi | | National Id No. | : | 0695111189762 | | Religion | : | Islam | | Permanent Address | : | Baptist Mission Road, Manik miar graze,, Barishal Sadar, Barishal Sadar, Barishal 8200 | | Current Location | : | Sunamganj | |

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| **Reference (s):** |
| |  |  |  |  | | --- | --- | --- | --- | |  |  | **Reference: 01** | **Reference: 02** | | Name | : | Md. Shamsul Huda | Dr. Dil Afrose | | Organization | : | Patuakhali Govt. College, Patuakhali. | Padrishibpur Health Sub-Centre, Bakergonj. | | Designation | : | Lecturer (Physics) | Medical Officer | | Address | : |  |  | | Phone (Off.) | : |  |  | | Phone (Res.) | : |  |  | | Mobile | : | 01829674694 | 01835555747 | | E-Mail | : |  |  | | Relation | : | Relative | Family Friend | |  |  |  | | |