***Resume***

***Of***

***MD. MAHEDI HASSAN***

**Mailing Address**

64, Senpara Parbata (3rd Floor),

Mirpur-10, Dhaka -1216, Bangladesh.

Cell: +8801968-925958, 01637579170

Email:[mahedi253@yahoo.com](mailto:mahedi253@yahoo.com)

**CAREER SUMMARY**

To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity. I am also eager to learn new skills and business and technological advancements.

**WORK EXPERIENCE**

1. **Company Name & Address: ACI Limited (Premiaflex Plastics Limited)**.

ACI Center.245, Tejgaon Industrial Area, Tejgaon, Dhaka

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**Job Duration: From July 01, 2018 to** Till **Present.**

**Designation: Senior Executive –(Planning & Analysis)**

**RESPOSIBILITIES:**

* Check daily expenditures, vouchers, Requisition and daily transaction.
* Maintain all account books/registers/ledgers etc
* Handle accounting software independently.
* Prepare and maintain all the vouchers, requisition slips & bills.
* Reconcile the Bank Accounts daily basis.
* Check all transactions like receive voucher, payment voucher, Journal voucher maintaining by accounts software.
* Providing data and reports to help the sales team, dealer and distributor.
* Prepare all types of accounting report and submit to top management with in stipulated time.
* Resolves order and inventory problems by investigating data and history; identifying alternate means for filling orders; notifying managers and customers.
* Prepares sales presentations by compiling data; developing presentation formats and materials.
* Provide timely & structured feedback from trade, customers & competitors.
* Sales Planning.
* Any Other task assign by the management.

1. **Company Name & Address: Mosharaf Group**.

Red Crescent Borak Tower, 37/3/A,

Easkaton Garden,Level – 7 (SW), 71-72, Old Elephant Road, Ramna, Dhaka – 1000.

**Job Duration: From January 01, 2015 to** **June 30, 2018.**

**Designation: Senior Executive –Accounts**

**RESPOSIBILITIES:**

* Prepared monthly, quarterly & Yearly Balance Sheet.
* Check daily expenditures, vouchers, Requisition and daily transaction.
* Maintain all account books/registers/ledgers etc
* Maintain of Export and Import LC with Import LC Costing.
* Maintain of Export LC Schedule for Reporting.
* Handle accounting software independently.
* Prepare and maintain all the vouchers, requisition slips & bills.
* Reconcile the Bank Accounts daily basis.
* Check all transactions like receive voucher, payment voucher, Journal voucher maintaining by accounts software.
* Maintain the whole accounting system in both modern (e.g. accounting software) and conventional (e.g. Ledger book etc.) approach.
* Providing data and reports to help the sales team, dealer and distributor.
* Prepare all types of accounting report and submit to top management with in stipulated time.
* Resolves order and inventory problems by investigating data and history; identifying alternate means for filling orders; notifying managers and customers.
* Prepares sales presentations by compiling data; developing presentation formats and materials.
* Provide timely & structured feedback from trade, customers & competitors.
* Any Other task assign by the management.

**PROFESSIONAL BACKGROUND**

**Course Completed (CA C.C.)**

Student of **Ashraf Uddin & Co. Chartered Accountants**

**(Passed Assurance, Management Information, Business & Commercial Law and Information Technology of Certificate Level).**

**ACADEMIC BACKGROUND**

* **Masters of Business Administration (MBA)**
  + - * Major: Accounting
      * Duration: One Year
      * Institution: Daffodil International University
      * Year of Passing: 2014
      * GPA: 3.48 (4 Scale)
* **Bachelor of Business Administration (BBA)**
  + - * Major: Accounting
      * Duration: Four Years
      * Institution: Daffodil International University
      * Year of Passing: 2012
      * CGPA: 3.38 (4 Scale)
* **Higher Secondary Certificate (H.S.C)**
  + - * Concentration: Business Studies
      * Institution: Govt. Ashek Mahmud Collage, Jamalpur.
      * Year of Passing: 2007
      * GPA: 4.20 (5 Scale)
* **Secondary School Certificate (S.S.C)**
  + - * Concentration: Science
      * Institution: Godasimla High School, Jamalpur.
      * Year of Passing: 2005
      * GPA: 3.38 (5 Scale)

**PROFESSIONAL EXPERIENCE AND KNOWLEDGE**

* Accounting and Financial Function
* Taxation and Corporate Affairs
* Audit Plan, Audit Procedure and Audit Program Preparation.

**SPECIAL QUALIFICATION**

During the course of professional service in various capacities with Ashraf Uddin & Co. Gained extensive experience of financial system design and implementation, institutional development, auditing, accounting, Taxation, management consultancy etc.

**COMPUTER LITERACY**

* Basic fundamental of MS Office, Excel, Power Point, Access.
* Internet Browsing.
* Tally, ERP 9.

**PERSONAL INFORMATION**

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| --- | --- |
| **Father’s Name** | Md. Abdul Mutaleb |
| **Mother’s Name** | Minara Begum |
| **Permanents Address** | Village: Pingolhati, P.O.: Beltia Madrasa, P.S.: JamalpurSadar, Dist.: Jamalpur. |
| **Date of Birth** | 20th October, 1988. |
| **Place of Birth** | Jamalpur |
| **Nationality** | Bangladeshi |
| **National ID Card No.** | 19883913677333223 |
| **Marital Status** | Single |
| **Religion** | Islam |
| **Sex** | Male |
| **Blood Group** | O+ |

**REFERENCES**

**01. Md. Mohiuddin Ahmed, FCA 02. Md. Motaher Hossain**

Partner Senior Accounts in Charge

**Ashraf Uddin & Co. Bangladesh Textile Mills Association (BTMA)**

Chartered Accountants Unique Trade Center, Level- 8

142/B,Green Road (3rd Floor), 8 Panthapath, Kawranbazer, Dhaka-1215

Phone: 9116183, 9124650 Cell: 01819131377

Cell: 01713-160429 E-Mail: motaher\_btma@yahoo.com

E-mail: mohiuddin.fca@aucbdo.com

I hereby admit with best of my knowledge that all the information mentioned above are correct and authentic.

Signature



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Md. Mahedi Hassan