**Curriculum Vitae**

**Personal Information**

First Name(s) / Surname(s):  **Shahnewaz Ferdous (Tushar)**

Father’s name: Md. Zahir Uddin

Mother’s name: Shahanaz Begum

Present Address: Middle Rampur, Bow Bazar, Chittagong 4224, Bangladesh.

Permanent Address: Vill. Dadpur P.S.- Mehendigonj P.O.- Laskerpur

Dist. - Barishal. Bangladesh.

Mobile: +88015212219922, +8801993760130

Email: [shahnewazferdous@gmail.com](mailto:shahnewazferdous@gmail.com)

Nationality: Bangladeshi

Gender: Male

Marital Status: Unmarried

**Carrier Summary:** A highly motivated and driven account manager with nine years’ experience in high level business environments. Confident, tenacious with a proven track record of first class account handling and client satisfaction. Always on task with an ability to identify key business strategies and implement account direction positively.

**Work experience:**

**Recent Job** : **Since** 2019 To till Day

Position Held : Accounts Manager & (Store manager)

**Name & Address of employer :** **S. A. Group of Industries**

Finlay House (3rd Floor), Agrabad C/A , Chittagong.

**Previous Job:** **Since** 2017 to 2018

Position Held: Commercial Manager (Assistant)

**Name & Address of employer:** **Madina Fresh Agro**

306, Khatungonj -112 Barauliya Krishi ponno, Chittagong.

**Previous Job:** Since 2009 to 2017

Position Held: Accounts Manager

**Name & Address of employer:** **Naba Export’s LTD.**

310, CDA Avenue, Muradpur, Chittagong.

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**All above my job responsibilities and Duties (2009 to 2019)**

* Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
* **All Export Import Purpose Document Create Like Commercila invoice, Packing list, EXP. Type Etc.**
* Maintains accounting controls by establishing a chart of accounts; defining accounting policies and procedures.
* Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.
* Maintains financial security by establishing internal controls.
* Avoids legal challenges by understanding current and proposed legislation; enforcing accounting regulations; recommending new procedures.
* Protects organization's value by keeping information confidential.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

**Education & Qualification: Master of Business Studies (M.B.S.)**

**Institute :** Chittagong Commerce College

**Department :** Accounting

**Bachelor of Business Studies (B.B.S.)**

**Institute :** Omar Gani M.E.S College & University

**Board :** Chittagong

**Department :** Accounting

**Passing Year :** 2013

**Result :** 2nd Division

**Higher Secondary certificate (H.S.C):**

**Institute :** Omar Gani M.E.S College & University

**Board :** Chittagong

**Group/Major :** Commerce

**Passing year :** 2010

**Result :** 2.40

**Secondary school certificate (S.S.C):**

**Institute :** Wireless Jhautala Colony High School

**Group/Major :** Commerce.

**Passing year :** 2004

**Result :** 2.63

**Computer Skills: Have a good command over:**

\***Good Knowledge of all kinds of Official software.**

\* **Email, Social Media, and Blogging**

\*Application Software: Office Management, And All Other Software

\*Operating System: Windows, Linux, IOS.

\* Internet Browsing, Networking & Hardwearing