Abdulla MD. Saharear



H# 44, R# 5, PC Culture Housing Society, Shekertek

Dhaka-1207, Bangladesh   
Mobile No 1: +8801728115403  
E-mail: Saharearorin@yahoo.com

**Career Objective:**

To contribute in an organization where I can integrate my knowledge, skills as well as experience to add value to that organization and explore with my potentials. To lead a challenge career to serve, motivate and manage people with honest.

**Special Qualification:**

ERP, Oracle, Janus, Payment, E-serviceDesk, Forecasting of cash disbursement, Accounting, Finance, PO Process.

**Employment History:**

**Executive (MIS & Accounts)**

**NASSA Taipei Textile Mills LTD.**

NASSA Taipei textile ltd. manufacturing division has achieved globally respected status as a supplier of yarns, textiles and ready-made garments for branded and private label clients worldwide. I am very proud to be part of this company. I am responsible for

1. **Manage client information**
2. **Export and import data management**
3. **Daily voucher creation**
4. **Arrange payments and realization**
5. **Invoice process**
6. **Internal Auditing( Cash Voucher, Documents, Allowance)**

**New Associates Procure to Pay, Finance & Accounting (JULY 1, 2014 – November 30, 2017)**

**Accenture Bangladesh (Grameenphone IT Ltd)** [A joint venture company of Telenor & Accenture]

**Job Location: Niloy Mansion, House 11, Road113/A, Gulshan-2 Dhaka 1212, Bangladesh**

A Fortune Global 500 company. One of the world’s leading organizations providing Management Consulting, Technology and Outsourcing services with more than 323,000 employees

**Responsibilities:**

* Manage ***Accounts Payable (AP)*** process in Oracle ERP.
* Manage Accounts Payable (AP) month-end and Year closure activities.
* Maintaining daily production works on global shared service procure to pay process.
* Ensure the AP Invoicing process as per the SLA & KPI.
* Identify potential improvements in process and operational activities to provide best possible service to the organization on an ongoing and future basis. And so on

**Academic Qualification:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/ Major** | **Institute** | **Result** | **Pass Year** | **Duration** | **Achievement** |
| Masters of Business Administration (MBA) | Finance | University of liberal Arts of Bangladesh | CGPA:2.98 out of 4 | 2016 | 2 | Academic Award |
| Bachelor of Business Administration(BBA) | Finance | United International University | CGPA:2.62 out of 4 | 2013 | 4 | Academic Award |
| Higher Secondary School Certificate(HSC) | Business Studies | Dhaka Commerce College | CGPA:5 out of 5 | 2007 | 2 | Academic Award |
| Secondary School Certificate(SSC) | Business Studies | Chandpur Hasan Ali Govt. High School | CGPA:4.94 out of 5 | 2005 |  | Academic Award |

**Professional Qualification:**

**CMA**: The **Institute of Cost and Management Accountants of Bangladesh** (ICMAB) at [Nilkhet](https://en.wikipedia.org/wiki/Nilkhet" \o "Nilkhet), [Dhaka](https://en.wikipedia.org/wiki/Dhaka), [Bangladesh](https://en.wikipedia.org/wiki/Bangladesh) Enrolled: 25 March 2017, (BUS, L-1)

**Training Summary:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| Money Laundering | Money Laundering | Accenture | Bangladesh | Dhaka, Bangladesh | 2016 | 3 hours |
| Business Ethics and compliance | Business Ethics and compliance | Accenture | Bangladesh | Dhaka, Bangladesh | 2015,2016,2017 | 3 hours |
| Digital Marketing | Social media marketing , Web Development | Basis Institute of Technology & Management | Bangladesh | Dhaka, Bangladesh | 2017 | 60 hours |

**Career and Application Information:**

|  |  |  |
| --- | --- | --- |
| Looking For | : | Mid -Level Job |
| Available For | : | Full Time |
| Preferred Job Category | : | Accounting/Finance, Bank/Non-Bank Fin. Institution |

**Specialization:**

|  |  |
| --- | --- |
| **Fields of Specialization** | **Description** |
| * MBA/ BBA, Accounts, CMA, Banks & Financial, Oracle, Finance , Accounting | Accounts Department ,Foreign Exchange, AP Module Department, Oracle |

**Extra-Curricular Activities:**

Arrange different cultural program at UIU. Playing Cricket, Listening Music

**Language Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Bangla | High | High | High |
| English | High | High | Medium |

**Personal Detail:**

|  |  |  |
| --- | --- | --- |
| Father's Name | : | MD. Harunur Rashid Patowary |
| Mother's Name | : | Howya Begum |
| Date of Birth | : | June 1, 1990 |
| Gender | : | Male |
| Marital Status | : | Married |
| Nationality | : | Bangladeshi |
| National Id No. | : | 3721135568 |
| Religion | : | Islam |
| Permanent Address | : | Daroga bari, Village –West shokdei, Post Office- Shaheb bazar, Police Station-Chandpur, District - Chandpur, Chandpur -3600 |
| Current Location | : | Dhaka |

**Reference:**

|  |  |  |
| --- | --- | --- |
| **Particular** | **Reference: 01** | **Reference: 02** |
| Name | Mohammad Shah Shuja Bin Jabber | A.B.M Saiful Hoque |
| Organization | University of Liberal Arts of Bangladesh | Nassa Taipei Textile Mills Ltd. |
| Designation | Assistant Professor | A.G.M ( Banking & Commercial) |
| Address | House No. 56, Road No. 4/A, Satmasjid Road, Dhaka 1209, Bangladesh | Nassa Heights (level#9), 47 Gulshan Avenue,Gulshan-1,Dhaka-1212, Bangladesh |
| Phone (Off.) | nil | nil |
| Mobile | +88 01713457859 | +88 01713-386696 |
| E-Mail | shah\_shuja@yahoo.com | hoque@nttm.net |
| Relation | Academic | Professional |