**CURRICULUM VITAE**

**Md. Nazmul Hoque**

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**OBJECTIVE:**

I aim at creating space for achieving competitive advantage by adding values for my organization. Having more than 3 years of experience in accounts executive, I am looking forward to gaining mid level position to showcase my skills and qualification.

**JOB EXPERIENCE:**

**Currently working as Finance Executive (Corporate Office) from December 02th 2015**

**Younus Group of Company**

Department: Accounts

***Duties/Responsibilities:***

1 Analyzing and preparing all types of payment schedule of group of industry to report superior concern.

2. Reporting to Managing Director regularly as to production and shipment.

3. Retaining all types of Duty and C&F bill payment with proper documentation.

4. Prepare Cheque Book Register and reconcile with bank statement.

5. Coordinating with HR, admin and other departments to in increase efficiency of accounts department and remove fraudulence.

6. Managing receivables and control creditors payments.

7. Maintaining due time monthly bank loan payment.

8. Organizing daily basis bank reconciliation.

9. Regularly monitoring and maintaining schedule of all insurance payments.

10. Handling Contracts with other parties and Payment as per deeds.

11. Managing all types of utility (as Gases, Electricity, Water, and PAVX) Payment schedule.

12. Work together with auditors to ensure annual monitoring.

13. Maintain all financial records & books of accounts: cash book & bank book, General Ledger book, Party Ledger book & other relevant registers.

**ACI Logistics Ltd**

**Worked as a - Regional Finance Executive (Chittagong) from November 02th 2014 to December 01 2015.**

**Duties/Responsibilities:**

1.Buffer Fund Management & Execute all activities of Buffer Fund -

Payment to suppliers, prepare payment schedule, Controlling Credit limit, Negotiation for Payment BF Refill, DSD Cheque, Management, Bill checking, BF Reconciliation, Banking, Data Entry.

2.Cash Management:

>Compile reconcile summary report Bank Charge

>Cash & Card Collection Reconciliation.

>Daily Sales and Collection Reporting (DSC), Cash purchase reconciliation.

>Check and verify manual sales and sales update.

>Monitoring others Income (Gondola rent, Space rent) ,Manual sales.

>Petty cash prepare & Refill.

>Utility, Rent & VAT bill prepare & Submission to the circle office Carton sales register. 3.Operation (Sales, Card Transaction, Banks) :

>Physical verification of fixed assets.

>Check and verify sales and sales update both Cash and Card. >Monitoring of idle fund in outlets.

>Regular correspondence with Banks Card transaction related all types of problem.

>Maintain coordination Banks of Card POS Machine Maintenance.

>Employee attendance/ in Out Register (Additional task)

**Banglalink**

**Worked as a Customer Relationship officer, Call Center from May 26th to October 25th 2014**

Job responsibilities were:

* To notify the customers about new services and privileges they are or will be eligible to receive.
* Assist the customers in any kind of quarry and network service related problems.

**Eastern Bank Limited (EBL)**

**Worked as an intern, credit administration department from June 2013 to January 20th 2014 in, Agrabad Branch, Chittagong.**

Job responsibilities were:

* To prepare & update CIB (Credit Information Buru) database for corporate clients.
* To prepare charge documents as per as approved clients facilities.
* To scan & update the security documents of corporate & SME clients.
* To attach the stamp with cancelation sill due to legally valid the charge documents.

**EDUCATION:**

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| --- | --- |
| Level of Education : | Executive Master of business Administration( Master s) |
| Department : | School of Business (MBA) |
| Concentration : | Finance |
| Institute Name : | United International University |
| Result : | 2.56 |
| Year of Passing : | 2017 |

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| --- | --- |
| Level of Education : | Bachelor of Business Administration (Honors) |
| Department : | School of Business (BBA) |
| Concentration : | Finance and Banking |
| Institute Name : | University of Information Technology and Sciences |
| Result : | GPA 3.26 (out of 4.00) |
| Year of Passing : | 2013 |

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| --- | --- |
| Level of Education : | Higher Secondary Certificate |
| Group : | Business Studies |
| Institute Name : | Chittagong cantonment Public School and College |
| Result : | GPA 3.80 (out of 5.00) |
| Year of Passing : | 2007 |

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| Level of Education : | Secondary School Certificate |
| Group : | Science |
| Institute Name : | Chittagong Govt. High School |
| Result : | GPA 4.56 (out of 5.00) |
| Year of Passing : | 2005 |

**COMPUTER SKILLS:**

Operating System : Windows 2000, XP, Windows 7, & 8

Capability : Microsoft Word & XL, Power Point & Surfing Internet.

Software : System Application Program (SAP), Tally Application.

**PERSONAL INFORMATION:**

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| --- | --- |
| Full Name : | Md.Nazmul Hoque |
| Mother’s Name : | Khairun nessa |
| Father’s Name : | Haji Mominul Hoque |
| Date of Birth : | 16-May-1989 |
| Sex : | Male |
| Marital Status : | Married |
| Blood Group : | O+ |
| Passport No : | BM0978327 |
| Driver's License : | DK06746071CL0008 |
| Permanent Address : | 305,Shirajudollah Road,Chowkbazer,Chittagong. |

**INTERESTS:**

**OTHERS:**

Spontaneous in making and continuing conversation with any level of people.

Responsible, efficient & Flexible.

Hard worker, quick Lerner, Presentation Skills

Ability to work under pressure.

Well groomed appearance.

Reading newspapers & blogs,

Conducting survey,

Watching movies & documentaries,

Surfing internet, Cycling and Sports

**REFERENCES:**

**S.M. Morshed**

**Md. Mahatab Uddin**

Relationship Manager, Corporate Banking.

BRAC Bank Ltd.

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