**Md. Maruf Hossain**

Rewdwana Ara Villah,

Plot #14,4th Floor, Flat #4/C,

Main Road Mohammadi Housing Ltd,

Mohammadpur, Dhaka-1207

Cell: +88 01717088262

E-mail: maruf\_016@yahoo.com

###### Career Objective

To work for an organization that offers challenging career. The position should have ample growth opportunities for an aggressive, dedicated, & hardworking individual.

***Professional Experience:***

**JEL Trading Bangladesh Limited (Apple, i Center)**

**Officer, Accounts**

**November 2010 to June 2012**

**Key Performance:**

1. To be responsible for the daily recording and posting of all transactions in the books of accounts/accounting software package
2. Check original invoices and bills prior to preparing voucher and also to ensure that all relevant documents are there
3. Preparation of Vouchers
4. To ensure that all accounting source documents are accurately preserved and all financial activities are kept in a true and fair manner
5. Check appropriateness of transactions, their procedural and arithmetic accuracy of supporting documents prior to posting in the books of account
6. To prepare bank reconciliation statements at the end of each month
7. Prepare financial statements and monthly closing reports
8. Perform any other duty/responsibilities assigned by the authorities.
9. Report to the Country Manager, Singapore regarding the sales and store’s inventory & financial records every month (<http://www.jelcorp.com>)

**HMBR Tools and Chemicals Ltd.**

**Manager ( Store )**

**August 2012 to December 2013**

**Key Performance:**

1. Take inventory
2. Order groceries and supplies
3. Check received stock against invoices
4. Mark prices on stock
5. Restock shelves
6. Maintain accounts
7. Record prices in the log book
8. Receive cash and provide correct change
9. Maintain a manual general ledger
10. Print and record receipts

**Bangladesh Bridge Authority (BBA)**

**Padma Multipurpose Bridge Project**

**Cashier, (Finance & Accounts)**

**January 2014 to Continuing**

**Key Performance:**

1. Preparation of Vouchers.
2. Preparation of bank deposit slips.
3. Assign Account Codes on Vouchers/Supporting in view of budget codes.
4. Check original invoices and bills prior to preparing voucher and also to ensure that all
5. Relevant documents are there.
6. Maintaining bank, stock, inter-company , party & others reconcile
7. (Finance & Accounts) to prepare financial statement
8. To be responsible for the daily recording and posting of all transactions in the books of accounts/accounting software package, **ERP** **( ORACLE ACCOUNTING SOFTWARE)**
9. To ensure that all accounting source documents are accurately preserved and all financial activities are kept in a true and fair manner.
10. To prepare monthly report on all proceeds, contributions, miscellaneous loans, outstanding debts, advances income tax deductions and others as required by the management.
11. Check appropriateness of transactions, their procedural accuracy and arithmetic accuracy of supporting documents prior to posting in the books of account.
12. Reconcile with bank balance at the end of days’ work and banking transaction.
13. To prepare bank reconciliation statement at the end of each month.
14. Report to Additional Director.( Finance & Accounts )

###### Strengths

Self Motivated, Quality Decision Maker, Hard Working, Confident, Responsible.

###### Academic Qualifications

**MBA :** State University of Bangladesh, Dhaka, CGPA-3.08 out of 4, **Major in HRM**

**BBA :** State University of Bangladesh, Dhaka, CGPA-2.83 out of 4, **Major in Marketing**

**H.S.C :** Rangpur Government College, 2006, GPA-3.00 out of 5.00, **Business Studies**

**S.S.C :** Keramatia High School, 2004, GPA-3.00 out of 5.00, **Business Studies**

**Training Summary: (01)**

**Training Title:** VAT and Tax

**Topic :** Practical Income Tax and VAT Management

**Institute :** Bangladesh Institute of Management (BIM)

**Location :** Dhaka

**Year : 2018**

**Duration :** September 23, 2018 to October 4, 2018

**Training Summary: (02)**

**Training Title:** VAT and Tax

**Topic :** Professional Income Tax and VAT Management (BIM)

**Institute :** Bangladesh Institute of Management

**Location :** Dhaka

**Year : 2019**

**Duration :** September 22, 2019 to September 26, 2019

###### Major Conception

Principles of Business Finance, Financial Market & Institution, Auditing & Taxation, Financial Management, Financial Accounting, Human Resource Management, Strategic Management & Business Policy, Consumer/Buyer Behavior, Strategic Marketing, Marketing Research, Service Marketing, & Sales Management.

###### Computer Skills

* Operating System- Windows 98, 2000, 7,Windows XP, Vista
* Application- Microsoft Office( MS Word, MS Power Point, MS Excel)
* Familiar with application of Internet

###### Language Proficiency

* Bangla: Mother Language
* English: Good at speaking & writing

###### Interests

Fishing, Music, Traveling, Playing Cricket, Internet Browsing.

###### Personal Details

Name : Md.Maruf Hossain

Father’s Name : Md. Mojaffor Rahman (Retired Government Officer, BRRI)

Mother’s Name : Most.Feroza Begum (Housewife)

Date of Birth : 27 October 1989

Sex : Male

Marital Status : Married

Permanent Address : Vill: Gunigach, Post: Jummahut, Thana: Ulipur Distict: Kurigram

Religion : Islam (Sunni)

Nationality : Bangladeshi (By Birth)

###### Reference(s)

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| **Md.Abdul Hamid**  Assistant Director (F & A)  Padma Multipurpose Bridge Project  Ministry of Road Transport & Bridges  Bridge Authority  Setu Bhaban,Banani,Dhaka-1212  Mobile No:01672859232 | **Shafiqul Islam**  Suparendentant Engineer (RTW)  Padma Multipurpose Bridge Project  Ministry of Road Transport & Bridges  Bridge Authority  Setu Bhaban,Banani,Dhaka-1212  Mobile No:01711164101 |