

MD. MAZHARUL ISLAM

Address: Ward-5, Block-A, Middle Sastapur, Narayanganj 1420

Primary Mobile No: 01990-855388

Primary Email: mdmazharulofficial@gmail.com



Career Summary:

I am a motivated and detail-oriented accounting professional with over 3 years of experience in income tax preparation, financial reporting, and bookkeeping. Adept at managing client relationships, preparing financial documents, and working under pressure. Proficient in MS Excel and QuickBooks. Currently enhancing practical expertise in accounting software and reporting with a goal to build a stable and rewarding career in finance or administration..

Work Experience:

1. Executive- Income Tax Preparer (August 2022 – June 2025)

Advocate A.R. Babul

Duties & Responsibilities

- Preparation of Income Tax Return.
- Preparing and maintaining Income Tax File.
- Calculating Tax Amount.
- Submit the Return to the Income Tax Office.
- Collect Tax Acknowledgement & Certificate.
- Prepare an A-challan & submit it to the Bank.
- Developed and implemented tax planning strategies
- Knowledgeably answering client audit queries in good time.

2. Assistant Accountant (Part-Time) (June 2020 - May 2022)

M/S Shawon Enterprise

- Organized all accounts.
- Reduced paper usage and switched to e-bills.
- Building relationships with clients based on trust and respect.
- All bank-related transactions.
- Keeping accurate records about inventory and accounts.
- Communicating with clients to understand their needs and explain product value.
- Negotiate and close agreements to maximize profits.
- Resolving complaints and preventing additional issues.

Volunteer Experience:

Onisso (Oder Niye Shopno) Non-Profit Organization

Program Coordinator (September 2018 – December 2020)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Passing Year	Duration	Achievement
Master of Business Administration (MBA)	Management	Kabi Nazrul Govt. College	2022	2021-2022	CGPA-3.28
Bachelor of Business Administration (BBA)	Management	Kabi Nazrul Govt. College	2021	2017-2018	CGPA-2.80
HSC	Business Studies	Govt. Tolaram College	2017	2015-2016	GPA 3.92
SSC	Business Studies	IET Govt. High School	2015	2013-2014	GPA 3.83

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Application	MS Word, Excel, PowerPoint, Adobe Photoshop, Internet Browsing.	Narayanganj Youth Training Academy (NYTA)	Bangladesh	Narayanganj	2022	3 months

Core Competencies:

Fields of Specialization

- MS Word/ Excel/ PowerPoint
- Adobe Photoshop Basic.
- Digital Marketing.
- Accounts.
- Income Tax Act, 2023
- VAT
- Avid learner
- Data Analysis
- Project management

Personal Details:

- Name : Md. Mazharul Islam
- Father's Name : Md. Babul Hossain
- Mother's Name : Lipe Akter
- Permanent Address: Ramarbag, Fatullah, Narayanganj.
- Religion : Islam
- Marital Status : Un-married
- Nationality : Bangladeshi by Birth
- DOB : 17 September 1999
- Blood Group : A (+)



Signature