

Resume of MD. RASHED HOSSAIN

Present Address: House # D-14 (3rd Floor), Road # 12 (Iqbal Road),
Shewrapara (Kafrul), Mirpur, Dhaka-1216.

Phone: 01988-303631

E-mail: rashed.p.n.mail@gmail.com



Career Objective:

Seeking a dynamic and challenging position and prove myself as a sincere and energetic person using my vast experience in Accounts, VAT & Customs related activities for the benefit of the company and to aim for my further growth.

Career Summary:

At Mazen (Bangladesh) Industries Ltd. and DIGILab Medical Services Ltd. Remarkable experience in Accounting & Tax-Vat with more than 7.5 years' experience, Recording all necessary activities, Ensure proper compliance.

Special Qualification:

Problem solving & decision making skill within shortest possible time. Prepared all Financial Reports (Monthly/Half yearly/Yearly), VDS, TDS, Total Tax Incidence (TTI), Export-Import Documentation & Processing, Clear Concept in Bill Of Entry.

Educational Qualification:

Exam Title	Major Subject	Institute Name	Result	Passing Year	Duration	Achievement
Executive Master of Business Administration (EMBA)	Finance	Hajee Mohammad Danesh Science and Technology University	CGPA:3.05 out of 4	2020	02 Years	B (1st Class)
Bachelor of Business Administration (BBA)	Finance	Victoria University of Bangladesh	CGPA:3.51 out of 4	2013	04 Years	A- (1st Class)
HSC	Business Studies	Dinajpur Government College, Dinajpur.	CGPA:4.1 out of 5	2008	02 Years	A (1st Class)
SSC	Science	Chehelgazi Shiksha Niketan school & College, Dinajpur.	CGPA:4.31 out of 5	2006	02 Years	A (1st Class)

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Export, Import Training	Export Import Documentation & Processing, LC Opening, Costing & Margining, Duty Calculation, C&F, Forwarding Agent, Valuation.	Life Skill Training Institute & Anam Sir Foundation, H uzaifa Enterprise	Bangladesh	Purana Paltan, Dhaka	2019	16 Hours
SAAS ERP (VAT online Software)	Online VAT chalan, 6.1, 6.2, 6.3, 6.5, 6.6, 6.7, 6.8 & 9.1	Mazen (Bangladesh) Industries Ltd.	Bangladesh	Plot-02-21, Sector-03, Uttara EPZ, Nilphamari.	2018	15 Days
Tally ERP - 9	Advance Level Tally ERP 9 such as (Manufacturing process of Goods sold, Security level, Data synchronization, Accounting info, Inventory info, Reporting ,Statutory info & All Data entry)	Mazen (Bangladesh) Industries Ltd.	Bangladesh	Plot-02-21, Sector-03, Uttara EPZ, Nilphamari.	2017	15 Days
Essential Features of Excel	Completed the Intermediate & Advance Level.	Mazen (Bangladesh) Industries Ltd.	Bangladesh	Plot-02-21, Sector-03, Uttara EPZ, Nilphamari.	2016	3 Days

Job Experiences:

1. Mazen (Bangladesh) Industries Ltd.

Dhaka office: House-15 (3rd Floor), Road-08, Gulshan-01, Dhaka-1212

Factory Address: Plot # 02-21, Sector – 03, Uttara EPZ, Nilphamari.

Post: Officer (Accounts & Vat)

Department: Finance & Accounts

Period: 01/11/2016 to Continuing.

Duties & Responsibilities:

1. Preparation of monthly Management Information system (MIS) for Management.
2. Maintenance of books of accounts/registers, cash & bank transaction, received & payment statement.
3. Support the management in arriving at profitability analysis, product pricing, costing, budgeting.
4. To check all kinds of voucher like Payment, Provisions, Receipt, Journal and Contra voucher.
5. To check Suppliers/Vendors/Sub contractor's bill.
6. Processing of suppliers/vendors payments and to conduct month end reconciliation.
7. Well experienced in Tally ERP/Prime, QAD & Payroll (HRM) Software.
8. Timely update the Import & Export ledger as per Export bill collection by Bank and report to management.
9. Timely execution and supervision of all Banking activities as required.
10. Accountable for overall management of Finance, Audit and Accounting activities.
11. Perform periodic financial analysis to detect and resolve problems.
12. Check Bill, Voucher, Various report like Stock, Sales, Export, Expenses, Production, Import, Purchase, Time loan adjust, Salary/Wages sheet, Earn Leave, Over Time, Maternity file, Employees Settlement file, PF Settlement & Calculation etc. as per EPZ / BEPZA Law.

13. To ensure proper deduction of VDS and TDS as per Government rules and timely deposits in Government fund.
14. To able prepare, maintain & follow up all forms of VAT as required.
15. Preparation & submission of monthly VAT return (VAT-9.1)
16. Ensure necessary documentation on VAT related issues with new VAT & SD act 2012 & rules 2016.
17. Monthly preparation & submission of all BD. & Chinese Staff's Salary Tax.
18. Half yearly and Yearly Withholding Tax return preparation & submission.
19. To maintain liaison with Income tax office and Vat office.
20. To carry out any other relevant tasks assigned by the authority as and when necessary.

2. DIGILAB Medical Services Ltd.

House #02, Road#06, Block#A, Section#10, Mirpur, Dhaka

Post: Junior Officer (Accounts)

Department: Accounts (February, 2015 - October, 2016)

Duties/Responsibilities:

1. Petty Cash Handling.
2. Check daily local purchase bills, petty cash book and all types of payments & receipts voucher.
3. Managing accounts payable, accounts receivable, cash receipts, general ledger.
4. To prepare and checking Salary sheet, Bonus, Earn Leave for the stuff.
5. Good knowledge in Tally ERP software.
6. Daily Cash Collection and Banking operation.
7. Prepare vouchers & maintain the account book.
8. Proper maintenance of voucher, cash book, ledger book, and all other accounts related books on a daily basis.
9. Cash deposit and withdraw from Bank as required.
10. Any other job assigned by the management.

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Accounts and audit • Budgeting • Tax-Vat Management 	<ol style="list-style-type: none"> 1. Record VAT Book of Accounts, Audit, New Registration etc. 2. Customs (Duty Calculation by HS code etc). 3. Maintain Tally ERP/Prime, QAD & Payroll (HRM) software. 4. Daily Finished Goods, Local Purchase & Delivery posting in Tally Software. 5. Help to budget preparation. 6. LC Opening and Costing. 7. Daily Process Accounts Transaction activity.

Internship Program:

- ❖ Completed Three (03) months Internship Course at Standard Bank Ltd. (International Division).Topic: Trade Bill Settlement and Nostro Account operations of Standard Bank Ltd.
- Familiar with – Voucher entries, Ledger entries etc.

Computer Skills:

- ❖ Expert in MS Word, MS Excel, MS Access, MS Power Point, Adobe Photoshop etc.
- ❖ Enough well about internet browsing.
- ❖ Knowledge about Multi-task (like data logging, web chats, email, etc.)
- ❖ Very good learner with low instruction and typing speed in English & Bangla is too good.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Chinese	Low	Low	Medium

Personal Interest:

- ❖ I like to spend some times doing roof farming. I mean roof farming is my hobby.

Extra-Curricular Activities:

- ❖ Completed a Basic First Aid Training by Bangladesh Red Crescent Society.
- ❖ Completed a Fire Fighting, Fire Prevention, Rescue and First Aid Training by Fire Service & Civil Defense Directorate.
- ❖ Champion group in debate competition in Victoria University of Bangladesh.
- ❖ Completed spoken English course from F M Method and treated as F M Methodian.
- ❖ Participated in various workshops, seminars and training courses.

Personal Information:

Name : Md. Rashed Hossain
Father's Name : Late. Babul Hossain
Mother's Name : Mst. Rukhsana Parvin
Permanent Address : Village- Uttar Bahala, Post Office- Kanchan, Thana- Biral, District- Dinajpur.
Date of Birth : 1st May 1991.
Marital Status : Unmarried
Nationality : Bangladeshi (By Birth)
National ID No : 19912715631000169
Religion : Muslim

References:

	Reference - 01	Reference - 02
Name:	Md. Forhad Hossain.	Md. Ashadul Islam
Designation:	Manager (Finance & Accounts)	SAVP
Organization:	Mazen (Bangladesh) Industries Ltd.	MCTB Capital, (Mutual Trust Bank Ltd)
Address:	Dhaka office: House#15 (3 rd Floor), Road#08, Gulshan#01, Dhaka#1212	Level 3, MTB Tower, 111 Kazi Nazrul Islam Avenue, Dhaka - 1000
Mobile No:	01716 75 82 25	01818 41 62 84
Email ID:	forhadhossain@mazen.com	ashad@mutualtrustbank.com
Relationship:	Professional	Relative

Declaration:

I am the undersigned hereby declare that, I will be responsible for any information provided here.



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Signature