

## ABDULLAH MUHTASIM SADID

Address: Babar Road, Mohammadpur, Dhaka., Mohammadpur Housing, Mohammadpur, Dhaka 1207

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### **Career Objective:**

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

### **Career Summary:**

1. Ensured diligent performance of accounting functions to ensure that the accurate records are kept.
2. Prepared purchase orders and vouchers within a specified time frame to ensure that internal records for expenses are accurately kept and orders are made in a timely manner.
3. Reconciling of debtors and creditors accounts and submitting of reports on debtors and creditors accounts to management.
4. Performed daily p&l and balance sheet preparation, bank reconciliation.

### **Employment History:**

**Total Year of Experience :** 9.1 yrs

#### **1. Sr. Accounts Officer**

(July, 2019 - Continuing)

##### **Healthcare Diagnostic Center Ltd.**

23/2, Khilji Road, Bolck- b, Shyamoli, Dhaka - 1207.

##### **Area of Expertise**

Accounts Finance ( 0.8 yr ), ERP Software handling ( 0.8 yr ), Internal Auditing ( 0.8 yr )

##### **Duties/Responsibilities**

1. Preparation of cash books, bank reconciliation and reconciliation of key ledger accounts.
2. Control of clients sub ledger by ensuring that all clients are properly invoiced, whilst issuing receipts for all payments done, and undertaking monthly reconciliation of debtors ledger.
3. Ensuring that all inflows-cash receipts and collections from clients/ debtors are banked and variances if any, are reported appropriately and immediately, ensuring preparation of daily banking report.
4. Disbursement of petty cash and reporting, ensuring that the cash book and petty cash are updated on daily basis.
5. Responsible for the input of financial transactions into company accounting software.

#### **2. Sr. Accounts Officer( 4.1 yrs )**

(May, 2015 - June, 2019)

##### **AMAN GROUP LTD**

2 Ishakha Avenue, Sector-6, Uttara, Dhaka.

##### **Area of Expertise**

Accounts Finance ( 2 yrs ), Internal Auditing ( 2 yrs )

##### **Duties/Responsibilities**

1. Monthly Sales Reconcile

2. Monthly Bank Reconcile
3. Supplier Bill Adjustment
4. Making Budget For Supplier Payment
5. prepare monthly account reconciliations
6. review and verify accuracy of reported data
7. present corrective action recommendations
8. prepare for and coordinate internal and external audit processes

### 3. Accounts Officer( 2.2 yrs )

(February, 2013 - April, 2015)

#### **NASSA Group**

238, Tejgaon, Gulshan Link Road, Dhaka

#### **Area of Expertise**

Accounting and Finance ( 0.7 yr ), Internal Auditing ( 0.7 yr ), Tally ERP9 ( 0.7 yr )

#### **Duties/Responsibilities**

1. Prepare Daily Voucher
2. Maintain Ledger
3. Maintain Tally.ERP9
4. Bank Reconcile
5. Bank Statement Collection
6. All Kind of Bank Deposit & Cash withdraw.
7. Check Bill and Adjusted in Ledger & Tally.
8. Processing C&F Agent & suppliers bill.
9. Prepared monthly confidential sales reports for presentation to management.

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Administration (BBA)	Finance	Stamford University Bangladesh	CGPA:3.44 out of 4	2012	4
HSC	Business Studies	Stamford College	CGPA:3.3 out of 5	2008	2
SSC	Business Studies	Barisal Zilla School , Barisal Sadar, Barisal	CGPA:3.69 out of 5	2006	-

#### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 25000  
 Preferred Job Category : Accounting/Finance  
 Preferred District : Barishal, Dhaka

#### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Ms Excell</li> <li>• Erp software</li> <li>• Tally ERP 9</li> </ul>

**Personal Details :**

Father's Name	: Akkas Uddin Ahmed
Mother's Name	: Ruma Begum
Date of Birth	: January 1, 1992
Gender	: Male
Marital Status	: Unmarried
Nationality	: Bangladeshi
National Id No.	: 7326441388
Religion	: Islam
Passport No	: BW0622147
Passport Issue Date	: 6/27/2018
Permanent Address	: House No. 172/166, Dengu Sarder Road, Alakanda, Kotwali, Barisal., Barishal Sadar, Barishal Sadar, Barishal 8200
Current Location	: Dhaka
Blood Group	: O-