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| |  |  |  | | --- | --- | --- | | **MD. SALIM UDDIN** | |  | | --- | |  | | | Address: Olipur.shahjibazar, Shayestaganj, Habiganj  Mobile No 1: 01722942107  e-mail : salim01081986@gmail.com | |

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| **Career Objective:** |
| To find a long-term career opportunity where I can work as a member of the decision making team for the continuous growth of the organization in utilization of my skill and innovative abilities. |

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| **Career Summary:** |
| Working in PRAN-RFL Group as Assistant Manager -Accounts(VAT) |

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| **Special Qualification:** |
| Good Knowledge in Tally Accounting Softwere, VAT Management & Accounting software (oracle) & Microsoft Office (Advanced Skill in Ms Excel). |

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| **Employment History:** | |
| **Total Year of Experience :** 7.1 Year(s) | |
| 1. | **Assistant Manager ( March 13, 2014 - Continuing)** |
|  | **Habigonj Industrial Park (PRAN-RFL Group)**  Company Location : Olipur, Shayestagonj, Habiganj, Sylhet.  Department: Accounts (VAT)  ***Duties/Responsibilities:***  Prepare 4.3, Maintain 6.1, 6.2, 6.3, 6.4, 6.7, 6.8, 9.1 & Prepare All Audit Report of five (manufacturing, import,export,bond-textile) companies in Habiganj industrial park of PRAN RFL GROUP. |
| 2. | **Accounts Officer ( August 5, 2013 - March 7, 2014)** |
|  | **Swadesh Auto Ltd.**  Company Location : Notunbazar,cocacola,baridhara,dhaka  Department: Accounts  ***Duties/Responsibilities:***  Billing, store Management,Voucer receive &Payment, Financial Planning, Bank Reconcil,Payroll, Financial Statement & All Accounts Related Activities. |

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| **Academic Qualification:** |
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| **Training Summary:** |
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| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Mid Level Job | | Available For | : | Full Time | | Present Salary | : | Tk. 33000 | | Expected Salary | : | Tk. 45000 | | Preferred Job Category | : | Accounting/Finance, Commercial/Supply Chain | | Preferred District | : | Anywhere in Bangladesh. | | Preferred Country | : | Australia, India, Malaysia, United Kingdom, United States | | Preferred Organization Types | : | Banks, Wholesale, College, Development Agency, Consulting Firms, Buying House, Audit Firms /Tax Consultant, Agro based firms (incl. Agro Processing/Seed/GM), Architecture Firm, Chemical Industries, Automobile, Cement Industry | |

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| **Specialization:** |
| 1. Prepare and maintain VAT registers such as Musak-4.3, Musak-6.3, Musak-6.1, Musak-6.2, Musak-6.7, Musak-6.8, Musak-9.1 and other books/papers related to VAT as per VAT law.(Software & manual Book) 2. submit all vat related documents in custom office. 3. Able To ensure proper and timely coordination with the Head Office reporting person & Factories. 4. Having sound knowledge about vat & sd act-2012 & Vat & SD Rules 2016. 5. Able to Handle Companies all sorts of VAT issues independently. 6. Liaison and closely work with VAT regulators and solve the barriers relate to Company VAT issues. 7. Capable to handle all kinds of VAT and Custom related audit. 8. Prepare & Submit monthly VAT return in IVAS Software of NBR timely. 9. Familiarity with local VAT law and VAT declaration procedure. 10. Advanced Skill in Ms Excel (Advanced sorting & filtering, Vlookup, Macro, Pivot Table Etc.) |

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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Md. Mozibor Rahman | | Mother's Name | : | Mat. Shelina Khatun | | Date of Birth | : | August 1, 1986 | | Gender | : | Male | | Marital Status | : | Married | | Nationality | : | Bangladeshi | | National Id No. | : | 7611947679891 | | Religion | : | Islam | | Permanent Address | : | Village: Betuan, Post: Betuan, Bhangura, Pabna | | Current Location | : | Habiganj | |