

Md. Mehedi Hasan (Tariq)

Accounts

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SUMMARY

Experienced banking professional skilled in managing cash transactions and providing exceptional customer service, with a strong background in processing bank accounts. Previously worked in an Accounts and Commercial role, focusing on recording expenses and income, while handling all banking and commercial-related tasks. Additionally proficient in web development, with complete expertise in creating websites using HTML, CSS (Tailwind CSS, Bootstrap), and JavaScript (React).

WORK EXPERIENCE

Accounts & Commercial, Green Clothing Ltd, Mirpur, Dhaka. **Mar 2023 - Present**

- Efficiently managed daily financial operations, including cash handling, transaction reconciliation, and financial record maintenance, ensuring precision and adherence to company standards.
- Developed detailed financial reports and analysis, providing actionable insights on budgetary performance and revenue trends, which supported strategic decision-making.
- Collaborated with commercial teams to optimise sales strategies and inventory management, leveraging market data to enhance profitability and operational efficiency.

Customer Service Representative, Islami Bank (Agent Banking), Sujanagar, Pabna. **Sep 2022 - Feb 2023**

- Conducted daily cash transactions, including deposits, withdrawals, and transfers, with a focus on accuracy and compliance with regulatory standards.
- Reconciled account statements and resolved discrepancies, ensuring all transactions were recorded correctly and promptly addressed.
- Provided exceptional customer service by assisting clients with account inquiries, resolving issues, and offering tailored financial solutions to meet their needs.

EDUCATION

Govt Edward College, Pabna, Bangladesh - Masters, Accounting	2021
Govt. Edward College, Pabna, Bangladesh - Bachelors, Accounting	2020

SKILLS

- Financial Management:** Banking Operations, Financial Record Keeping, Accounts Management
- Analytical Skills:** Data Analysis & Reporting, Analytical Thinking
- Technical Proficiency:**
 - Web Development:** HTML, CSS, JavaScript, Bootstrap, React, Tailwind CSS
 - Software:** MS Office Suite (Word, Excel, PowerPoint), Adobe Illustrator
- Communication Skills:**
 - English:** Excellent proficiency in reading, writing, and speaking
 - Bengali:** Mother tongue
- Business Acumen:** Commercial Awareness