

A.Z.M. SHAMIMUL HAQUE

Date of birth: 25th February 1990.

shamimul.acc.fin@gmail.com

Mob: +880 1717142474, +880 16 78035003

House # 100, Road#17, Sector#11

Uttara, Dhaka-1230.



Career Objective:

To seek employment in a position, that I will be suited for & to be a part of an organization where hard work will be rewarded & where career advancement will always be a possibility.

Professional Experience:

Organization: Wedding Diary Bangladesh

Designation : Senior Executive

Department : Accounts & Admin

Duration : 1st October 2017 – Continuing



Job Responsibilities:

- ✓ Maintain all bank books, cash book and all ledger.
- ✓ On time deposit of daily collection through cash and cheque.
- ✓ Keep vouchers and supporting documents in a proper manner.
- ✓ Maintain IOU/advances and ensure timely adjustments
- ✓ Ensure all kind of Tax and VAT related activities.
- ✓ Check Daily Fund Position and to submit it to Head of Accounts & Finance
- ✓ Assist to control and manage the daily operations of the accounting department including accounts payable/ receivable; cash receipts; general ledger; payroll and utilities; treasury, cash forecasting; revenue and expenditure variance analysis; capital assets reconciliations etc.
- ✓ Prepare and review revenue, expense, payroll entries, checking salary sheet, invoices and other accounting documents
- ✓ Maintain Provident Fund Accounts and final payment for leaver.
- ✓ Revenue Recognition and maintenance of Receivables and Payables Ledger daily.
- ✓ Report generation at regular intervals
- ✓ Maintain Asset schedule and calculation of monthly depreciation
- ✓ Check and verify Sales and order report for smooth organizational operation.
- ✓ Ensure accurate monthly, quarterly & year- end financial statement.

Additional Responsibilities:

- ✓ Check attendance report & based on that prepare monthly salary.
- ✓ Maintain Leave application report.
- ✓ Maintain Inventory report.

Organization : Fabric Touch & Design Ltd



Designation : Sr. Executive
Department : Accounts
Duration : 1st July, 2014 – 30th September 2017
Industry : Ready-made garments

Job Responsibilities:

- ✓ Preparing daily & monthly expenditure statement.
- ✓ Handling Petty Cash.
- ✓ Preparing & executing monthly & weekly budget.
- ✓ Maintaining accounts receivable & payable limit. & take order & deliver goods according to the limit.
- ✓ Check attendance report, overtime schedule of worker & staff.
- ✓ Voucher preparation and posting.
- ✓ Maintain all bank books, cash book and all ledger.
- ✓ Maintain relationship with all vendors.
- ✓ Check all the work order & find the best vendors.
- ✓ Managing shipment schedule
- ✓ Arrange all the logistics support. (shipment container, truck)

Organization : Banglalion Communication Ltd.
Designation : Executive
Department : Customer Care
Duration : 1st August 2014 – 30th June, 2014.
Industry : ISP



Job Responsibilities:

- ✓ Communicate directly with the customers over phone.
- ✓ Respond promptly to customer inquiries; handle and resolve customer complaints with patience and proper professionalism.
- ✓ Perform customer verifications and set up new customer details in software
- ✓ To keep record in details of inquiries, comments and complaints
- ✓ Reporting to immediate line Manager as per requirement of client and company work procedure

Organization : The City Bank Ltd.
Designation : Executive (cards)
Department : Sales
Duration : 5th September 2013 – 31st July 2014.
Industry : Banking



- ✓ To Sell and cross-sell Credit Cards.
- ✓ To ensure that all applications are in proper order prior to submission for approval.
- ✓ To create opportunities and strategy to develop new sales and consistently increase individual or team achievements.
- ✓ Ensure high standard of customer service in line with the quality and standards set by the Company.

Leadership Attributes:

Clear and Constructive Communication	Integrity and Trust , Peer Relationships
Efficiency	Action Oriented , Priority Setting , Problem Solving , Standing Alone
Emotional Intelligence	Comfort Around Higher Management , Composure , Listening , Self-Knowledge
Entrepreneurial Spirit	Learning on the Fly , Organizational Agility
Additional Competencies	1. Action Oriented 2. Problem Solving 3. Peer Relationships 5. Motivating Others

Other Qualifications and Skills:

- Comprehensive knowledge in using MS Word and MS Excel.
- Fluent in both Bengali and English in writing, reading and speaking.
- Have good interpersonal skills, organizing ability, accustomed to work both independently and in a team environment with integrity & accuracy.

Education Qualification:

Master of Business Administration (MBA)

American International University-Bangladesh (AIUB)
Major in Finance
G.P.A. 3.45 out of 4.00

Bachelor of Business Administration (BBA)

American International University-Bangladesh (AIUB) Major in Accounting & Finance G.P.A. 3.50 out of 4.00

Higher Secondary Certificate Examination (H.S.C.)

New Govt. Degree College, Rajshahi.
Duration from 2005 to 2006
Group in Business Study
G.P.A. 4.60 out of 5.00

School Secondary Certificate Examination (S.S.C.)

Rajshahi Collegiate School, Rajshahi.
Duration from 2003 to 2004
Group in Business Study
G.P.A. 4.19 out of 5.00

Reference:

MD. Shafiul Aalm

Managing Director
Fabric Touch & design Ltd
House# 9(7th Floor), Road- 03,
Sector- 11, Uttara, Dhaka 1230.
Mob: +88 01713 464203
E-mail: shafi27th@gmail.com

Md. Atahar Uddin

Operation Manager
Wedding Diary
Oriental Abanti 1st Floor, House-40, Road - 05,
Block-G, Banani, Dhaka 1213.
Mob: +88 01973311177
E-mail: atahar@weddingdiary.com.bd

DECLARATION OF AUNTHENTICITY:

I confirm that,

- ☐ All information provided here is correct.
- ☐ I have provided all the information in my stable state of mind.
- ☐ If any information is found false or fabricated you have the right to take any action before/during/after employment process.

Signature: -



Date:-15.03.2019

(A.Z.M. SHAMIMUL HAQUE)