

Ariful Alam  
House# 93, Road# Younus Ali Sarker, Tongi, Gazipur.  
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## Career Summary

I prefer to work in challenging environment from where I can learn new things to improve my knowledge & gather experience. Currently I am working in a multi-national garments manufacturing company. I have experienced to work in a non-banking financial company. I have done my MBA from American International University-Bangladesh major in Finance. I completed my MBA internship in Prime Bank and BBA internship in an event management company.

## Career Objective

- To pursue a challenging career in an organization providing flexible opportunity to learn, grow and take responsibility.
- Believe in efficient and accuracy in accomplishing any job with effective communication skill, positive and helping attitude, ability to work under pressure in a team.

## Employment History

### ❖ Junior Officer (March 5, 2018- Continuing)

Ever Smart Bangladesh Limited

Company Location: Begumpur, P.O: Bhabanipur, Hotapara, Gazipur-1740 Bangladesh

Department: Finance

Duties/Responsibilities:

- TAX & VAT Assessment
  - ✓ Monthly Tax & VAT reconciliation
  - ✓ Prepared challan and deposit to Bank
  - ✓ Documentation for withholding Tax
  - ✓ Monthly VAT return submission
- Inventory Management
  - ✓ Preparing Inventory Aging Report
  - ✓ Physical Verification
  - ✓ Get update from merchandiser and head office
  - ✓ Weekly Follow-up & Mark Down
- Bank Payment & Treasury Management
  - ✓ Work order & cost comparison approval
  - ✓ Payment Voucher checking & approval
  - ✓ Update cash book & Bank Reconciliation
  - ✓ Fund arrangement for monthly payment
- Balance Sheet
  - ✓ Update balance sheet schedules
  - ✓ Balance Sheet Preparing
  - ✓ A/R & A/P follow up & clearing
  - ✓ Exchange Gain/Loss Analysis
- Fund Management
  - ✓ Cash-flow projection (Company wise)
  - ✓ Remittance request to head office
  - ✓ Maintain register for sales remittance & settlement
  - ✓ Bank advise for fund realization and distribution among the bank a/c

- B2B LC Management
  - ✓ LC acceptance & Status Update
  - ✓ Trade Payable Clearing
  - ✓ LC Projection for fund availability
  - ✓ GRIR follow-up & clearing

❖ **Business Support Officer (October 15, 2017 – March 4, 2018)**

CAPM Venture Capital & Finance Ltd.

Company Location: Green Grandeur Tower (Level 7 & 10), 58/E, Kemal Ataturk Avenue, Banani, Dhaka-1213.

Department: Liability Department under Treasury Division.

Duties/Responsibilities:

- ✓ Deposit Mobilization,
- ✓ Products Marketing,
- ✓ Maintaining & Nurturing relationship with new & existing customers
- ✓ Documentation.

### Academic Qualification

Exam Title	Institutions	Major	Result	Passing Year
MBA	American International University Bangladesh	Finance	CGPA: 3.60 out of 4	2015
BBA	American International University Bangladesh	Accounting & Finance	CGPA: 3.03 out of 4	2013
HSC	B.A.F Shaheen College, Tejgaon	Business Studies	CGPA: 4.00 out of 5	2008

### Training

Training Title	Topic	Institute	Location	Year	Duration
BPO, KPO & Back Office Service	1. BPO, KPO & Back Office task. 2. Business Email etiquette. 3. Ethical Standards in workplace. 4. Productive office application.	My Outsourcing Ltd.	Banani	2017	2 Month
Business Communication Skills	1. Social English, 2. Business writing, 3. English for meetings, 4. Effective Emails for Making initial contact, 5. Effective Emails for writing replies, 6. Presentation.	British Council	Banani	2017	20 hours

### Competency Skill

M/S Office, ERP-SAP, Documentation, Online Forex Trading, Financial Analysis.

### Project Details

1. Project name: Fixed Asset Management System of Prime Bank at Motijheel, Dhaka.
2. Department: Financial Administration Division (FAD)
3. Duration: 6 Month
4. Role Played:
  - ✓ To collect the Comparison Statement between T24 & FAMS;
  - ✓ To collect the GL Statement of Branch/Division and Comparison Statement of Depreciation;
  - ✓ To collect the individual A/c wise Statement of Fixed Asset from 2011 to 2015;
  - ✓ To collect the List of Fixed Assets as on 31.12.2012 to Current Date as per FAMS;
  - ✓ To find the reason of difference between T24 & FAMS and prepare the report of difference;
  - ✓ Organized Fixed Assets documentation.
5. Skill Used: Academic Knowledge, Management and Documentation Skill.

## Strength

Well Organizational Behavior, Honest, Sincere, Disciplined, Hard Working, Supportive, Team Player, Determined, Self-motivated.

## Mandatory Information

Full Name: Ariful Alam

Date of Birth: 2<sup>nd</sup> August, 1991

Marital status: Unmarried

Language: Bengali, English

Present Address: House# 93, Road# Younus Ali Sarker, Modhumita, Arichpur, Tongi, Gazipur-1710.

Permanent Address: House# 93, Road# Younus Ali Sarker, Modhumita, Arichpur, Tongi, Gazipur-1710.

## Personal Details

Father's Name: Khurshed Alam Bhuiyan

Mother's Name: Farida Akter

Parent's Occupation: Father- Retired Banker, Mother- Housewife.

Blood Group: A+ Ve

Nationality: Bangladeshi

My Confidence: Tendency to hard work & being honest.

## References

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name:	M. Arifur Rahman	Md. Hossain Khan
Organization:	Ever Smart Bangladesh Ltd.	CVC Finance Limited (CVCFL)
Designation:	Assistant Manager-Finance	VP & Head of Treasury
Address:	Begumpur, P.O: Bhabanipur, Hotapara, Gazipur-1740 Bangladesh	Level 7 & 10, Green Grandeur Tower, 58/E Kemal Ataturk Avenue, Banani, Dhaka-1213
Mobile:	01729262600, 01717143522	01925793213
Email:	<a href="mailto:arifur_rahman@eptl.com.bd">arifur_rahman@eptl.com.bd</a>	<a href="mailto:hossain@cvcflbd.com">hossain@cvcflbd.com</a>
Relation:	Professional	Professional

I certify that all information stated in this resume is true and complete to the best of my knowledge and that I authorize the recipient to verify the information provided.



Signature