

Mainuddin Ahmed Shova

823, Middle Badda, Dhaka-1212.

National ID: 8213177846

Cell Phone No: +88 01676-880982, +88 01511-880982.

**Career Objective**

To achieve a dynamic and challenging work placement in an organization, where I can utilize my interpersonal skills, creativity, and learning experience to develop my career as well as to contribute to the welfare of the organization.

Work Experience**Senior Executive (Internal Control & Compliance Division)****Abdul Monem Limited (Corporate Unit)**

Corporate Head Office

111, Bir Uttam C.R. Dutta Road (Sonargaon Road),
Dhaka – 1205.

Inception of Job: From 01, September 2013 to till now.

Duty/Responsibilities of Specific Units:

(A.M. Beverage Unit (Coca-Cola), Igloo Ice-Cream Milk Unit, A.M. Bran Oil Limited, Igloo Foods Limited, A.M. Construction Unit, Igloo Sugar Unit, A.M. Energy Limited, Novus Pharmaceuticals).

- To conduct pre audit of all expenses assigned by management;
- To prepare audit and managements reports monthly;
- Checking monthly sales reconciliation as per sales requisition;
- Checking quarterly reconciliation among production, store received & finished goods;
- To compute the actual calculation of VAT and Tax as per act and rules;
- Preparation of audit work programs as per company requirements;
- To conduct physical verification of stock items, petty cash, collection & deposits;
- Reconciliation of bank statement monthly and confirm with bank balances;
- Verification of market rate with actual purchase price (if necessary);
- Checking of advance payment and subsequent adjustment;
- Checking of raw materials, packing and finished product stock movement;
- Monthly salary and casual expenses checking.

Internship: Three months internship under Prime Bank Limited (Mouchak Corporate Branch, Dhaka) with good upshot in Foreign Exchange department.

Educational Qualification

Degree	Year of Passing	CGPA	Institution/Unive rsity/ Education Board	Result Publishing Date	Major
Cost and Management Accountant (C.M.A.)	Continuing	Foundation Level Completed (400 Marks), Professional Level –I Continuing.	The Institute of Cost and Management Accountants of Bangladesh.	27-04-2015	-
Masters of Business Administration (M.B.A.)	2018	3.88 (out of 4.00 scale) with award “Magna Cum Laude & Dean Special Award”	American International University – Bangladesh (AIUB).	03-02-2018	Accounting (1 st) Finance (2 nd)
Bachelor of Business Administration (B.B.A.)	2014	3.90 (out of 4.00 scale) with award “Magna Cum Laude”	American International University – Bangladesh (AIUB).	27-02-2014	Accounting & Finance
Higher Secondary Certificate (H.S.C.)	2008	5.00(out of 5.00 scale)	Brahmanbaria Govt. College, Brahmanbaria, Comilla Board.	10-09-2008	Business Studies
Secondary School Certificate(S.S.C.)	2006	5.00(out of 5.00scale)	Annada Govt. High School, Brahmanbaria, Comilla Board.	22-06-2006	Business Studies

Training / Workshop

- Conducted workshop on Tally two times under IPDP.

Academic Project Work

- A study on Unilever Group of Company.
- A study on Agro-Based Electricity Project (Waste to Electricity).

Volunteer Activities

- Organizing Accounting & Finance week, organizing indoor game, organizing cultural activities.

Interest & Activities & Achievement

- Internet browsing, Reading books, Book & Stamp collection, Playing Badminton, Cricket (Vice-Captain & Wicket Keeper AIUB Cricket Team).
- “Magna Cum Laude” awarded from AIUB for better educational performance and got maximum 55% academic scholarship.

Social Activities

- Organizer of “Ovijatra” (Help the Nation) - a social welfare organization.

Computer Knowledge

Office Program : MS Office
Accounting Package : ERP Optima-9 Software
Internet : Internet Browsing

Language Proficiency

Language	Excellent	Good	Fair
Oral Bangla	✓		
Written Bangla	✓		
Oral English		✓	
Written English	✓		

Personal Information

- Father's name : (Late) Md. Shamsuddin Ahmed
- Mother's name : Shamsunnehar Ahmed
- Mobile : +8801676-880982
+8801511-880982
- Permanent Address : Village: Mohammodpur, Post:Ulchapara,
District: Brahmanbaria-Sadar, Post Code: 3400.
- Mailing Address : mainuddinahmedshovo@yahoo.com
mainuddinahmedshovo31@gmail.com
muahmed@amlbd.com
- Date of Birth : 1st January,1991
- Gender : Male
- Marital Status : Unmarried
- Nationality : Bangladeshi
- Religion : Islam(Sunni)
- Blood Group : O +ve

Career & Application Information

Looking For :Mid-Level Job

Available For : Full Time

Preferred Job Category: Accounting/Finance, Bank/Non-Bank financial, and University Lecturer.

Preferred Organization Types: Banking–Non Banking Financial Organization, Government Organization, Development agencies, Multinational Companies, Airline/GSA, Group of Companies, and Private/Public University, Garments/Textiles etc.

Commitment

I am confident that, if I get chance to serve in your organization, I am hereby committed that I shall try hard and soul to perform my duties & responsibilities that are assigned to me in my service life.

References

Dr. Md. Taufiqul Islam (Mithil)

Assistant Professor, Faculty of Arts & Social
Science

American International University-
Bangladesh.

408/1, Kuratoli, Khilkhet, Dhaka 1229,
Bangladesh

Mobile: +8801720-212972

E-mail: taufiq@aiub.edu

Relation: Academic

Abuzer Ghaffari, F.C.A.(BD), ACA(England and Wales)

Head of Finance & Accounts,

Rancon Electronics Limited,

Phoenix Tower (5th Floor), 407, Tejgaon
Industrial Area, Dhaka-1208.

Mobile: +8801844-008880

+8801708-130864

E-mail: abuzer@rancon.com.bd

Relation: Official



SIGNATURE : _____

NAME : Mainuddin Ahmed Shova

DATE : 31.03.2019