

MD. MUKIT HUSAIN

HOUSE-33, ROAD-9, NIKUNJA-2, DHAKA-1229.

+8801723930894

WWW.LINKEDIN.COM/IN/MUKIT-HUSAIN

mukit.ononto@gmail.com



Objective

Looking for a suitable position in an organization where I will be able to apply my theoretical knowledge and contribute to organizational development.

Educational Qualification

Level of Education	Major/Group/Concentration/Part	Institute	Result	Year
B.B.A	Accounting & Finance	American International University-Bangladesh (AIUB)	3.04	2018
H.S.C	Business Studies	Rajshahi Govt. City College	4.10	2013
S.S.C	Science	Rajshahi Collegiate School and College	4.38	2011

Work Experience

I have 1 years and 7 months practical working experience as Trainee and an Article student at Aziz Halim Khair Choudhury chartered accountants. During this period, I have covered following areas:

Preparation and review of Group Financial Statements and review of Individual Financial Statements; • Preparation of Trial Balance; • Preparation and checking of all kind Vouchers; • Preparation of Books of Accounts and Bank Reconciliation Statement; • Preparation of management report based on audit; • Attend various meeting with the clients; • Preparation of audit plan and work program as per requirements; • Make correspondence with the clients.

SUMMARY OF WORK PROFILE IN CA FIRM

Within a span of my articleship I have worked in auditing of financial statements, monitoring and reviewing of financial management system and preparation of accounts in different organizations. Such as follows:

Banking Sector	<ul style="list-style-type: none">➤ Sonali Bank Limited➤ Pubali Bank Limited➤ Janata Bank Limited	Statutory Audit
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Foreign Exchange (Banking Department)	<ul style="list-style-type: none"> ➤ Import/Export ➤ Foreign L/C ➤ Back to Back L/C 	Cash Incentive Audit
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Other Work Experience:

Have Completed 3 months (official) and 1 month (unofficial) internship program at “**Al-Arafah Islami Bank Limited Foreign Exchange department**”.

Major Responsibilities:

- Online export monitoring.
- Recording Export/Import Registers Book.
- Online Bill of Entry posting in the Bangladesh bank server.
- Proceed Realization Certificate (PRC) checking
- Documentation of EXP related issue.

Extra-curricular activities

- ❖ Worked as a **School Representative and Volunteer** at “**Children Film Society**” in 2008.

Research and project Activities

- ❖ Done a Research report in Research Methodology course about “**What People think about Grameenphone**”.

Achievements

- ❖ Got Certificate for **third position** in Operation Management course’s poster competition from AIUB

Training

- ❖ Attended to a seminar entitled “**The Importance of Technical and Fundamental Analysis in Investment Decision Making in Stock Exchange**” was held in AIUB Auditorium organized by the **Department of Finance, FBA, AIUB.**

Skills

Computer Literacy:

Tally.ERP-9, Solver, Statistical Package for the Social Sciences (SPSS), Internet communication, HTML, Operating Systems (Windows 98/XP/7/8/8.1/10), Office Packages (MS-Word, MS-Power Point, MS-Excel)

Interpersonal skills

Friendly, Cooperative, Positive Attitude, Flexibility, Critical thinking and problem solving, Time Management, Able to work under pressure and a team player.

Language Skills:

- ❖ Bengali- Mother tongue
- ❖ English- Excellent proficiency in Reading, Writing, Listening and Speaking.

Interests:

Socializing, Travelling, Swimming, Reading books, watching movies and Listening Music.

Personal Details

Father's name :MD. Waresh Husain (Retired bank Employee)

Mother's name :Lailun Nahar

Date of Birth : **04-09-1995**

Marital status : Single

Permanent Address: Holding: 354, P/O: Ghoramara, P/S: Boalia, District: Rajshahi..

References:

Reference 1	Reference 2
Mohammad Shofiqul Islam Associate Professor Department of Accounting Faculty of Business Administration American International University-Bangladesh Contact no. – 01711030301	Md. Joynal Abedin Assistant Professor Department of Finance Faculty of Business Administration American International University-Bangladesh E-Mail: mja.aiub@gmail.com

Signature