

MD. RIAZUDDIN

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Career Objectives:

I prefer to do job in challenging and innovative situation in any establish and progressive organization with pride and prestige having opportunity of the best use of latest technology in all areas. I feel independence to explore professional vision and experience which brings more benefit of concerned organization that would ultimately maximize the mutual growth.

Career Summary:

- Almost 4 years of Accounts & Administration experience with a range of IT skills.
- 4 years of Commercial (Banking & International Business documentation) experience.
- 6 years of freelancing experience on Web Developer & graphics design.

Employment History:

01.10.2018 – Continuing

Inter Project Ltd.

Exe. Accounts & Finance

DOHS, Mirpur - 1216.

- Handling main Cash, Bank operation & all disbursement of projects.
- Maintain Factura ERP for Head Office also Natore Hatchery and Agro Complex Ltd / Golden Agro Products (Sister Concerns in Natore) with separate company setup.
- Material Distribution to 2 (two) Showrooms and follow-up
- Showrooms accounts and bank balance checking.
- Project wise profit & loss statement generation from Software.
- Material movement Management with Factura Inventory.
- Preparation of VAT documents and Submit monthly return

01.05.2017 – 30.09.2018

Nutech Construction Chemicals Company Ltd.

Exe. Accounts & Commercial

24 BC, Krishna Chura Tower, Kallyanpur, Mirpur, Dhaka.

- Issuing VAT Challan to the clients with 26.67% trade VAT
- Deducting VDS/TDS and submitting to bank with Treasury
- Maintain Mushak 16, 17 and current account 18
- Submission of Monthly VAT Return form
- Opening L/C, Marin Cover Note & follow until the Last step

02.03.2015 - 30.04.2017

FM Yarn Dyeing Ltd.

Accounts Executive

Hajir Bazar, Bhaluka, Mymensing

- Petty cash & Bill maintain and cash disbursement
- Preparing wages and overtime sheet for 400 workers according to

Compliance rules & Disbursement of cash Salary / wages

- Receiving cash requisition and submission to Head Office (Baridhara, Dhaka) by webmail.
- Posting daily transection into Accounts Software (AddiSoft)
- Preparing cash flow statement for every 10 days and sent to Head office, follow-up posting of voucher in Troyee Accounting software in Head office and reconcile with my statement.
- Follow-up wastage sales, receiving cash from wastage sales and other bill from clients.
- Daily production report preparation with the help of IT department and sent to Head of Accounts and Directors.
- Taking part in Physical inventory audit with Head office representatives

Educational Qualification:

CMA 2018 – Continuing	ICMAB, Dhaka Business Level
MBA Program 2015–2015	Majoring in Finance ISTT under National University CGPA:3.48 out of 4.00
BBA Program 2011 - 2014	Majoring in Finance Uttara Town College under National University CGPA:3.23 out of 4.00 (1 st Class 1 St)
HSC 2008-2010	Business Studies Tongi Govt. College GPA: 4.00 out of 5.00 (Dhaka Board)
SSC 2006-2008	Business Studies Uttarkhan Collegiate School GPA: 3.94 out of 5.00 (Dhaka Board)

Trainings:

SAP FICO Functional Consultant (SAP ECC.6 & S4 Hana)	Financial Leadership Forum (LSF), Dhanmondhi. 2018 (30 Hours) <ul style="list-style-type: none">• Company Configuration, Implementation Chart of Accounts, Accounts Receivable, Accounts Payable, Bank Accounting, Fixed Assets Accounting, etc.• End user training
Import Export Business	Import Export BD, Gulshan 1, Dhaka 2018 (2 Days) <ul style="list-style-type: none">• Import & Export business procedure,• Documentation, Bank & Customs formalities, etc.
Advance Excel	Youth Training and Development Center, Mohakhali, DOHS 2015 (20 Hours) <ul style="list-style-type: none">• Advance presentation with Dashboard, Subtotal, Conditional formatting, Auditing etc.
Office Management	IT Vision, Tongi Govt. College. 2009 (3 Months)

- MS Word, MS Excel, MS PowerPoint etc.

Functional Skills:

MS Office:	MS Word, Advance Level MS Excel, MS PowerPoint Presentation, MS Access Database.
TAX and VAT	Manufacturing & Service providing VAT system, Value Declaration, Issuing Mushak 11/12, Maintain Mushak 16/17/18, Preparation of VAT return Mushak 19, VDS/TDS deduction and reporting, Minimizing VAT/TAX amount by calculative management, Withholding tax return preparation, Corporation return preparation, very handy on Personal tax filing.
Advance Excel:	Report preparation with Dashboard, Pivot Table, Vlookup, Hlookup, Conditional formatting and all other advance level function.
Tally ERP.9:	Full Company and accounts head setup and maintenance, account transaction posting and maintenance, Cost center accounting, Inventory Accounting, Payroll Accounting (Payroll sheet and Payslip preparation)
SAP FICO / Simple Finance:	Company Implementation in SAP, Configuration of FI module, customization Chart of accounts, Implementation New GL, Maintain all Master Records - A/R, A/P, House Bank, Fixed Assets, Controlling area, Profit Center, Cost Center, FI-CO-MM integration, etc.

Language Skill:

Bangla	Listening, Speaking, Reading & Writing
English	Listening, Speaking, Reading & Writing

Personal Details:

Father's Name	Late Golam Hossain.
Mother's Name	Sultana Begum
Date of Birth	June 15, 1993
Marital Status	Single
National Id No.	19932619676000562
Current & Permanent Address	H-2733/1, Maddapara Para, Uttar Khan, Dhaka 1230

Reference:

Name	Md. Alomgir Hossain	Md. Pear Ali
Organization	Uttara Town College	One Bank Ltd.
Designation	Coordinator, BBA Program	Asst. Manager, Retail Banking
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Declaration:

I certify that all information sated in the curriculum vitae are true and complete to the best of my knowledge. I authorize you to verify information provided in the curriculum vita.



Md. Riazuddin