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| Tahmidur  [Tahmidur.163307@2freemail.com](mailto:Tahmidur.163307@2freemail.com)  **Accounting Professional** | | **163307.png** |
| Dynamic and experienced Accounting Professional with proven expertise in the field of general accounting, payables-receivables, reconciliation, trial balance, liaison with banks-creditors and client relations. Capable to work under pressure, effectively meet deadlines and maintain strict confidentiality of the company. Career record of achieving set goals and consistent work performance on the basis of dedicated work approach. A dedicated team player who possesses excellent analytical, problem solving, communication and interpersonal skills. Well versed with Computerized Accounting Software i.e. Tally 9.0 and Peachtree. | | |
| **STRENGTHS** | | |
| * 11+ years of Experience in Accounts Handling | * Excellent Numerical & Computing Skills | |
| * Adept in L/C & Documentation | * Receivables - Payables Handling | |
| * Tactful in dealing with Multicultural Clientele | * Proficient in Using Accounting Packages | |
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| **ACHIEVEMENTS** | | |
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| * Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication and drive towards contributing to continued business growth. * Displayed resourcefulness and initiative in servicing customer needs. Also gained valuable exposure in dealing with people in different levels of the organization * Maintained an effective relationship with the liaison officers as well as with clients. | | |
| **CAREER SNAPSHOT** | | |

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| **Receptionist –** Leading Company, UAE | **Sept 2012 - Present** |
| **Assistant General Manager –** Joint Islami Finance &Commerce Ltd., Bangladesh | **Jan 2010 – Jul 2012** |
| **Senior Commercial Executive –** M/S Best Shirts Ltd., Bangladesh | **Jan 2008 – Dec 2009** |
| **Assistant Officer –** Islami Bank Bangladesh Ltd., Bangladesh | **Sept 2001 – Aug 2007** |

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| **CORE COMPETENCIES** | | | |
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| **Accounting Functions**   * Manage the basic accounting functions and prepare management reports. * Assist Chief Accountant in accounts finalization and financial statement preparation. * Prepare cash voucher, payment voucher, journal voucher and assist in the preparation & finalization of accounts and bank reconciliation. * Take care of routine accounting functions, handle daily accounts data entry, prepare accounting reports, customer service report, filling, balancing, etc. * Compile information about new accounts, enter account information into computer and file related forms or other documents. Develop-implement data entries and accounting systems using computers. * Record invoices, arrange payments, prepare and send invoices to debtors. * Locate-monitor overdue accounts, using computers and automated systems. * Report to management on accounting duties assigned to the establishment. | | | |
| **Administration & Customer Service**   * Accord the highest attention to customers and use customer service skills to heighten the sales opportunity of each customer contact. * Respond to customer inquiries and problems by providing information and suggest merchandise selection; ensure understanding and fulfillment of all client needs. * Consistently provide high quality, result driven, prompt and professional customer service which results in customer satisfaction, loyalty and retention. * Build awareness among customers with special emphasis on flexibility, ease of operations, safety and security on the diversified range of products to meet client needs. | | | |
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| **PROVEN JOB ROLE** | | | |
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| **Assistant General Manager –** Joint Islami Finance &Commerce Ltd.   * Assisted the Manager with the branch operational functions and performed related duties including the budgeting and allocation of finances for the different sub divisions. * Supervised the deposit department and tracked the team’s productivity. * Ensured that the team is meeting company standards for all assigned tasks. * Constantly supervised all aspects of staff work and ensured all staff are well briefed on their responsibilities. * Motivated the marketing team to achieve set targets and increase sales; brainstormed with the marketing head to come up with strategies. * Developed and implemented business development plans with identified target market volumes to bring in a high level of new deposits to the company and thus improve the deposit mobilization. | | | |
| **Senior Commercial Executive** – M/S Best Shirts Ltd   * Maintained Foreign Exchange business procedure related with Letter of Credit. * Liaised with buyers and other company representatives. Monitored the whole shipment procedure. * Coordinated with other department to ensure that all orders are processed and fulfilled accurately and on time. * Followed up and managed the Customer service areas, including payment and logistical issues on a timely basis. * Prepared and processed all order processing related documentations. * Maintained the overview report for the ongoing projects. * Performed general administrative duties such as filing, handling of phone calls and etc. | | | |
| **Assistant Officer –** Islami Bank Bangladesh Ltd.   * Identified customer needs and referred customers to appropriate banking services. * Initiated and opened new bank accounts; issued cheque books. * Handled the receiving and processing of outgoing transfers including deposits from banking clients. * Managed the Government Bond (GB) including the preparation of the GB related statements. * Responsible in the full cycle procedure of foreign remittances including foreign account opening, payment of FDD, FTT and speed cash. * Maintained an effective communication with foreign account holders. | | | |
| **PROFESSIONAL DEVELOPMENT** | | | |
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| **EDUCATION** | **Master of Arts in Islamic Studies** – (Second Class, 58%)  National University, Bangladesh | | **1996** |
| **TRAININGS** | **Accounting Software** – Tally ERP 9.0 & Peachtree  EZ Way Learners Point, Dubai UAE  **Detection and Disposal of Forged and Mutilated Notes**  Bangladesh Bank Training Academy, Dhaka , Bangladesh  **Foundation Course (Ph 1/2001**) - “General Banking & Remittance”  **Foundation Course (Ph 2/2001) –** “Investment Procedure & Foreign Exchange Business”  Islamic Bank Training & Research Academy, Dhaka, Bangladesh | | **2013** |
| **2004** |
| **2002**  **2002** |
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| **IT SKILLS** | Well Versed in Tally ERP 9.0 & Peachtree Accounting Software  MS Office Suite, E-mail applications and Internet browsing plus web research | | |

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| **PERSONAL DETAILS** | | |
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| Nationality | : | Bangladeshi |
| Date of Birth | : | 15th February 1974 |
| Marital Status | : | Married |
| Visa Status | : | Employment Visa |
| Languages | : | English, Bengali & Arabic |
| Reference | : | Available upon request with supporting documents |