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| |  |  |  | | --- | --- | --- | | **MIZANUR** | |  | | --- | |  | | | Address: Abu Hail, Dubai e-mail : [mizanur-396315@2freemail.com](mailto:mizanur-396315@2freemail.com)  Visa Type: Visit Visa  Visa Duration: December 26, 2019 to January 31, 2020 | |

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| **Career Objective:** |
| An accomplished and driven professional with an entrepreneurial spirit and unmatched drive, possessing a proven ability to contribute to a company at both strategic and operational level when delivering people management strategies. |

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| **Career Summary:** |
| ACCA Membership number: 2497060 Advanced Diploma in Accounting and Business-Certification Completed from ACCA Certified Accounting Technician qualified |

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| **Special Qualification:** |
| Registered  Certified Accounting Technician (CAT)qualification-Completed from ACCA  (FIA)qualification-Completed from ACCA Foundation in Professionalism module -Completed from ACCA |

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| **Employment History:** | |
| **Total Year of Experience :** 7.9 Year(s) | |
| 1. | **Senior Executive ( January 1, 2016 – December 24, 2019)** |
|  | Company Location : Gulshan Avenue,Dhaka Department: Group Accounts and Finance  ***Duties/Responsibilities:*** Coordination of month closing (overall financial close) and monthly Financial Statements finalization for Garments Units.  Bill Receivable creation in AR module for all Export of ready-made garments unit. Necessary credit memo adjustment and Bank account wise final Realization (export of RMG) posting into Oracle R12.  Prepare monthly, quarterly, half yearly and annual reporting pack of Garments Units for line manager, management and other stakeholders as per directions of line manager.  Review Product Line & Cost centre reports of Garments Units and rectify error if any before month end process is run.  Review the accuracy of entries in GL, Receivable & payables Modules of Garments Units before month close.  Analytically responds to inquiries from the Director of Finance, Controller, and other finance and department wise managers regarding financial results, special reporting requests and the like.  Analyzing cost using various costing method and implement cost reduction measures and identify new cost saving areas.  Coordinated for maintaining export accounts, finance planning and credit and dues management.  Critically appraised, checking & reviewing the accounting transactions. Analyzing information with forecasting for the preparation of monthly budget process.  Maintaining proper coordination with the auditors (Internal & External).  Monitoring cash book, party ledger, bank register and fixed asset register.  Preparation of yearly tax accounts of all garments unit.  Direct assistance in preparation of segments wise monthly group performance report.  Involvement in preparation of monthly export(RMG) valuation and inventory report. Fundamental responsibility for finding out quantity and valuation for WIP, sub-contract output and finished goods as on last day of the month on the basis of factory month operation data(MOD). All accounting adjustments that relate to different segments posting in ORACLE(ERP) Software on the basis of documents prepared by the respective units of the group. Supervising & maintaining the fixed assets, inventories, receivable, payable, general Accounting Functions, monthly basis bank reconciliation. Continuous involvement for Preparing regular analysis of income and expenditure to assist management in the budget monitoring process. Submitting monthly business result with critical use of variance analysis. Maintaining a continuous professional development understanding of the financial reporting.  Ensure an accurate and timely monthly, quarterly and year end close. Ensure the timely reporting of all monthly financial information. Assisting in development and implementation of new procedures and features to enhance the workflow of the department.  Monitors and analyses department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy. Protects organization`s value by keeping information confidential. Updates job knowledge by participating in educational opportunities reading professional publications maintaining personal networks participating in professional organizations. Performs other duties as assigned or required. |
| 2. | **SeniorExecutive ( March 3, 2012 – December 31, 2015)** |
|  | Company Location : Para Dhaka Department: Accounts and Finance  ***Duties/Responsibilities:*** To entry ERP Tally 9 Software and make a financial report. To prepare and maintain official document like that Deed, Agreement, Work Order, Project profile, Requisition or price quotation, legal notice, Board of resolution, request letter of Bank etc. To prepare and maintain all Sales Register and credit realization.  To Prepare Head office and Project salary sheet. Prepared and Verified of the Monthly Accounts and Yearly Accounts (balance Sheet, Profit & Loss A/C & Receipt & Payment A/c and prepare each product line monthly consumption for cost of goods sold)  Correspondence with project and management & Supervise unit staffs. To prepare periodic financial statements and financial forecasts on a regular basis. Day to Day monitoring of Bank accounts and fund management. To maintain strong analytical and communication skill to prepare MIS reports. To Check the Cash Book, Bank Book, ledger book, trial balance etc. Prepare Annual Budget, Monthly Budget expenses through Monthly collection wise. Performs other duties as assigned or required. |

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| **Academic Qualification:** |
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| **Training Summary:** |
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| **Career and Application Information:** |
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| **Specialization:** |
| |  |  | | --- | --- | | **Fields of Specialization** | **Description** | | * Quickbooks Pro Solutions 2016 * ERP Tally 9 * MS Word/ Excel/ PowerPoint/ OneNote * ORACLE EBS(ERP)R12.2.6 | Maintaining the overall accounting system in compliance with Bangladesh Financial reporting standard (BFRS) and other regulatory frameworks. Have detailed and solid understanding of all statutory legislation and regulations such as labor law,government policy,company policy. Strong knowledge in International accounting standards (IAS) and International Financial reporting standards (IFRS) while preparing Financial Statements. Maintaining the overall auditing system in compliance with Bangladesh auditing standards (BSA) and other regulatory framework. Completed IELTS examination with an average score of 6.0. Confident attitude with a proactive approach to work. Good Knowledge in Financial Database Software. Using conceptual framework and fundamental accounting assumptions for the preparation of financial statement. Analyze budget through budgetary control to help management for planning Co-ordination and effective control. Carry out Internal audit and effective, efficiency & appropriate accounting and internal control system.  Prepare of organizational assignment plan, Implementing and Monitoring project activities. Familiar with operating Windows VISTA, XP, 10 and below Extensive knowledge of MS Office especially on MS Excel developing customized Business Models and Dashboards. Strong leadership and team building capabilities. Eager to try new things, a quick learner and can easily adapt with new situation. Able to help teach or explain things to others. Precise and analytical in dealing problems Self- motivated and able to plan and organize work Task-oriented and focused on completing projects Effectively listen to and resolve customer complaints Excellent interpersonal, communication and presentation skills | |

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| **Extra Curricular Activities:** |
| General Secretary of Notre Dame Business Club for the year 2006-2007,had also been affiliated with Notre Dame English Club for the year 2005-2006. Arranged Picnics, Quiz Competitions, collecting writing for annual magazine. |

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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Date of Birth | : | September 14, 1989 | | Gender | : | Male | | Marital Status | : | Married | | Nationality | : | Bangladeshi | | Religion | : | Islam | | Present Address | : | Abu Hail, Dubai | | Current Location | : | Dubai | |