

CURRICULUM VITAE OF MD.ABDUL BASSED



Mailing Address:

Md. Abdul Based

S/O. Md. Balal Hossain

Village-Adkhola, P.O.-Boalia, P.S.- Singra, District- Natore.

Email:mbased651992@gmail.com

Contact No. 01763188828

Career Objective:

To obtain a challenging position as an Accounts Officer in a reputed organization where I can apply my knowledge of accounting principles, financial reporting, and budget management to support the company's financial operations. I aim to contribute to organizational success through accuracy, integrity, and a strong work ethic while continuously developing my professional skills.

Summary of Professional Skills / Expertise:

- Strong knowledge of accounting principles, standards, and financial regulations.
- Proficient in preparing financial statements, maintaining general ledger, and bank reconciliations.
- Experienced in budgeting, forecasting, and variance analysis.
- Skilled in using accounting software and MS Word, MS Excel (including advanced functions).
- Sound understanding of tax laws, VAT, and payroll processing.
- Ability to maintain accurate records and ensure compliance with financial policies.
- Excellent analytical, problem-solving, and time management skills.
- High level of integrity, attention to detail, and confidentiality in financial handling.
- Effective communication and interpersonal skills for cross-department coordination.
- Capable of working independently or as part of a team in a fast-paced environment.

Exprence :

1.

Company Name: Gram Unnoyon Karma(GUK)

Duration : 2025- 2026

Position : Assistant Accounts Officer

Department : MF

1.Daily financial transactions 2.ensuring compliance with donor rules and regulations 3.preparing financial statements 4. budgets, and grant reports, reconciling accounts, handling payroll, and supporting audits 5.cash book voucher, journal voucher etc. 6.gbanker software posting and daily monthly t wise Working.

Experience:

2.

Company Name : Agrani co-operative Society Ltd

Duration : 2019-2021
Position : Accounts Officer
Department : Accounting

Major Responsibilities :

- Record day-to-day financial transactions and ensure all accounting records are up-to-date and accurate.
- Assist in the preparation of monthly, quarterly, and annual financial reports, including income statements and balance sheets.
- Reconcile bank statements with company records to ensure accuracy of financial data.
- Support in preparing and monitoring budgets, tracking expenses, and analyzing variances.
- Process vendor payments, track receivables, and follow up on outstanding invoices.
- Ensure timely submission of VAT, income tax, and other statutory returns in compliance with local laws.
- Calculate and process employee salaries, deductions, and benefits in coordination with HR.
- Support internal audits by maintaining proper documentation and ensuring adherence to internal controls.
- Monitor fixed assets and inventory records, and support physical verification processes.
- Coordinate with external auditors, banks, tax authorities, and other stakeholders as required.

3.

Company Name : PRAN RFL GROUP
Duration : 2018-2019
Position : Sales Executive
Department : Best buy Showroom

Major Responsibilities :

- Solve the Customer's queries and display the product of entire section
- Client Relationships
- Reviewing your own sales performance, aiming to meet or exceed targets
- Making accurate, rapid cost calculations and providing customers with quotations
- Sales Planning
- Motivation for Sales
- Negotiating on price, costs, delivery and specifications with buyers and managers

Educational Background:

Master of Business Administration(MBA)

University : National University
Institute : Govt. Azizul Haque College, Bogura
Subject : Accounting
Passing Year : 2017
Result : 2.88 (Out of 4.00)

Bachelor of Business Administration (BBA)

University : National University

Institute : Govt. Shah Sultan College, Bogura
Subject : Accounting
Passing Year : 2016
Result : 2.87(Out of 4.00)

Higher Secondary Certificate (H.S.C)

Board : Rajshahi
Institute : Singra Damdama Pilot School & College
Group : Business Studies
Passing Year : 2011
Result : 3.90(Out of 5.00)

Secondary School Certificate (S.S.C)

Board : Rajshahi
Institute : Boalia High School
Group : Science
Passing Year : 2009
Result : 3.88(Out of 5.00)

Language Proficiency:

Fluent “Communication Skill” on Speaking and writing well in Bengali & English.

Computer Literacy:

Skill in Computer Package Software’s (MS-Word, MS-Excel, MS-Power Point & Internet Browsing).

Personal Information:

Father’s Name : Md. Balal Hossain
Mother’s Name : Ruma Bibi
Permanent Address : village- Adkhola, P.O.-Boalia, Thana-Singra, District-Natore.
Date of Birth : 06/05/1992
Religion : Islam
Marital Status : Married
Blood Group : B+
National ID No. : 3250828187

Reference:

Alok Kumar Poddor.

Associate professor
Govt.Azizul haque college, Bogura.
Bogura sadar
Email-alokkumar334@gmail.com
Mobile No: 01711902845.

Md. Zinnatul islam pk

Associate professor
Govt.Azizul haque College,Bogura
Bogura sadar
Email-zinnatul450@gmail.com
Mobile no: 01712240680

Declaration:

I, the undersigned, certify that i) to the best of my knowledge and belief, this bio-data correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.

Signature

(Md. Abdul Basset)