

Resume of Md Nazmul Hasan

Mailing Addresses:

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Career Objective :

To secure the Accounts Officer position at a reputable organization in the food and beverage industry. I aim to utilize my MBA in Accounting and comprehensive experience in financial reporting, tax processing, and audit documentation to drive accurate financial management and support company growth.

Professional Experience:

Senior Executive, Accounts

Pixenix

Banasree, Dhaka, Bangladesh

11/2024 – Present

- Prepare monthly, quarterly, and annual financial reports to provide accurate financial insights to management.
- Handle corporate bank transactions, monitor daily cash flows, and prepare cash flow forecasts for senior stakeholders.
- Process payroll, VAT, and corporate tax-related activities efficiently, ensuring proper and timely deduction of TDS (Tax Deducted at Source) and VDS (VAT Deducted at Source).
- Supervise junior accounting staff, reviews their daily work, and provide necessary guidance on financial operations.
- Assist in budget preparation and expense control while ensuring strict compliance with company financial policies and regulations.
- Maintain proper, rigorous documentation of all financial activities for internal and external audits.
- Utilized accounting software (including Tally and QuickBooks) to securely manage and update financial data.

Executive, Accounts

MS Education

Tongi, Dhaka, Bangladesh

05/2023 – 10/2024

- Managed both accounts payable and accounts receivable, ensuring healthy cash flow and timely vendor payments.
- Verified and systematically processed daily vouchers, bills, and vendor invoices.
- Conducted periodic physical inventory counts and reconciled material variances with system records to ensure accurate stock valuation.
- maintained the company's fixed asset register and calculated monthly depreciation.
- assisted the senior accounting team in managing audit compliance, LC (Letter of Credit) documentation, and regulatory reporting.

Junior Accounts

BF Fashion

Boro Bari, Gazipur, Bangladesh

09/2019 – 04/2023

- Maintained and recorded daily financial transactions, accurately tracking all income and expenses.
- supported the accounts team by preparing primary vouchers, handling petty cash disbursements, and preparing daily cash reports.
- Cross-checked physical bills, supplier invoices, and delivery challans against purchase orders prior to payment processing.
- Prepared bank deposit slips and managed daily cash/cheque deposits to the corporate bank Accounts.
- Maintained organized physical and digital records of bills, invoices, and payment receipts.
- Assisted with general data entry, ledger scrutiny, and routine financial administrative tasks.

Academic Background:

Master of Business Administration (MBA)

Institute : Govt. Ashek Mahmud College
Board : National University
Department : Accounting
CGPA : 3.06
Passing Year : 2021

Bachelor of Business Administration (BBA)

Institute : A.K. Memorial College
Board : National University
Department : B.B.A
CGPA : 2.80
Passing Year : 2019

Higher Secondary Certificate (H.S.C)

Institute : Govt. Ashek Mahmud College
Board : Dhaka
Group : Business Studies
GPA : 3.90
Passing Year : 2014

Secondary School Certificate (S.S.C)

Institute : Taratia Alhaz Lal Mahmud High School
Board : Dhaka
Group : Business Studies
GPA : 4.06
Passing Year : 2012

Skill & Expertise:

- **Professional Expertise:** Accounts and Finance Management, Audit preparation, Budgeting and Forecasting, Inventory Reconciliation, VAT, and Tax compliance (TDS/VDS).
- **Accounting Software:** Highly proficient in Tally ERP and QuickBooks to manage financial data.
- **Computer Skills:** Extensive knowledge of MS Office (Word, Excel) for quantitative analysis, Financial tracking and reporting.
- **Soft Skills:** Strong analytical capabilities, excellent interpersonal and relationship management Skills. Energetic, hardworking, and highly communicative.

Personal Details:

- Father's Name : Md Nabi Hossen
- Mother's Name : Mst Murseda
- Date of Birth : 06/06/1997
- Nationality : Bangladeshi (By Birth)
- Gender : Male
- Marital status : unmarried
- Religion : Islam
- Height : 5'.9''
- Weight : 70 kg
- Home District : Jamalpur
- National ID Number : 3303796613
- Permanent Address : Baniapara, Taratia Bazar, Dewanganj, Jamalpur.

Declaration:

I hereby declare that all the information presented above is true to the best of my knowledge. If required and where applicable, these documents can be supported by appropriate authentic certificates and papers.



Md Nazmul Hasan