



MD RIDWAN

Passport: A14867848 | **Date of birth:** 01/01/1996 | **Place of birth:** Gazipur, Bangladesh |
Nationality: Bangladeshi | **Gender:** Male | **Phone number:** (+880) 1631664635 (Home) | **Phone number:** (+880) 1916835126 (Mobile) | **Email address:** ridwan9md@gmail.com |
Address: Jamalpur, Bhawal Jamalpur, Kaliganj,, 1723, Gazipur, Bangladesh (Home)

ABOUT ME

I am an MBA graduate in Accounting with professional experience as an Accounts Executive and Assistant Production Officer. Skilled in financial management, bookkeeping, accounts payable/receivable, and production coordination, I excel at streamlining processes and ensuring accuracy and efficiency. Detail-oriented, results-driven, and proactive, I am passionate about contributing to organizational growth, improving workflows, and continuously developing my professional skills.

WORK EXPERIENCE

 **THE SHARTHEE** – DHAKA, BANGLADESH
ACCOUNTS EXECUTIVE – 28/10/2024 – CURRENT

- Maintain daily financial records.
- Process invoices and payments.
- Handle accounts payable/receivable.
- Perform bank reconciliations.
- Assist with monthly financial reports.
- Support month-end and year-end closing.
- Verify expense claims.
- Prepare vouchers and receipts.
- Coordinate with auditors.
- Update data in accounting software.

 **AKIJBASHIR GROUP** – CUMILLA, BANGLADESH
ASSISTANT PRODUCTION OFFICER – 02/05/2023 – 30/06/2024

- Assist in daily production planning.
- Monitor production line activities.
- Check raw material availability.
- Maintain production reports.
- Ensure product quality.
- Coordinate with QC and maintenance.
- Monitor machine performance.
- Follow safety guidelines.
- Reduce waste and improve efficiency.
- Meet production targets.

EDUCATION AND TRAINING

01/01/2022 – 27/07/2023 Gazipur , Bangladesh
MASTER'S OF BUSINESS ADMINISTRATION (MBA) National University

Address Board Bazar, Gazipur City , 1704, Gazipur , Bangladesh | **Website** www.nu.ac.bd | **Field of study** Accounting and taxation

01/07/2015 – 30/06/2019 Gazipur , Bangladesh
BACHELOR'S OF BUSINESS ADMINISTRATION (BBA) National University

Address Board Bazar, Gazipur City , 1704, Gazipur , Bangladesh | **Website** www.nu.ac.bd | **Field of study** Accounting and taxation

01/07/2013 – 30/06/2015 Dhaka , Bangladesh
HIGHER SECONDARY CERTIFICATE (HSC) Dhaka Education Board

Address 13-14, Joynag Road, Bakshibazar, 1211, Dhaka , Bangladesh | **Website** www.dhakaeducationboard.gov.bd

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LANGUAGE SKILLS

Mother tongue(s): **BENGALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	B1	B1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Outlook | Social Media | Organizational and planning skills | Team-work oriented | leadership skills, | Problem – solving skills | Organizational skills | Technical knowledge | Time management skills | Decision-making skills | Critical thinking | Financial Reporting | Bookkeeping and reconciliation | Financial statement analysis | Prepare and file tax returns | understand spoken English | accounting | interact verbally in English | prepare the ground | prune plants

DRIVING LICENCE

Driving Licence: A

Driving Licence: B

ORGANISATIONAL SKILLS

Computer Basic Application Course

- Microsoft Excel
- Microsoft Office
- Power Point
- Social Media Marketing

HOBBIES AND INTERESTS

Sports , Travelling, Art, Working

Cricket, Football, Badminton, cycling, Home country and overseas, Listening music, Reading books, Working with people in all level.