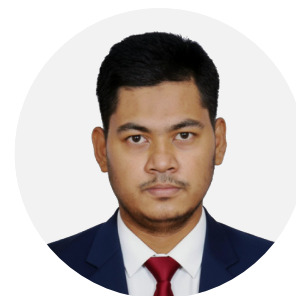


Foyshal Bin Kabir Mozumder

Manager – Admin & Finance

☎ +8801534-939590 ✉ foyshal.kabir@gmail.com 📍 Ramna, Dhaka-1217.



CAREER SUMMARY

Results-driven Admin & Finance Professional with experience in finance operations, taxation, procurement, banking, and administrative management across government contracting firms, legal taxation services, and healthcare organizations. Skilled in financial reporting, cash flow management, office operations, vendor coordination, and executive support. Strong adaptability with proven ability to manage multi-functional responsibilities efficiently in fast-paced environments.

WORK EXPERIENCE

Manager – Admin & Finance

M/S. Humayun Traders (2024 – Present)

Responsibilities:

- Oversaw administrative, financial, and operational activities under the direct supervision of the Managing Director.
 - Maintained full-cycle accounting records, financial statements, and cash flow reporting.
 - Managed payroll processing, employee benefits, incentives, and compensation administration.
 - Supervised banking operations, fund transfers, and security deposit encashment for government projects.
 - Coordinated procurement activities, vendor management, supplier enlistment, and contract administration.
 - Ensured efficient office operations, logistics coordination, and maintenance support across office and project sites.
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Junior Tax Associate

Legal Zone (2023 – 2024) : 1 Year

Responsibilities:

- Assisted in the preparation and submission of tax returns for individual and corporate clients in compliance with applicable tax regulations.
 - Organized, reviewed, and analyzed financial data to ensure accurate tax calculations and documentation.
 - Collected and summarized financial, legal, and asset-related information for taxation and valuation purposes.
 - Supported senior tax professionals in maintaining tax files, records, and compliance documentation.
 - Reviewed legal deeds and official documents to identify taxable income, assets, and financial information.
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Executive Accounts

M/S. Humayun Traders (2021 – 2023) : 1 Year 8 Months

Responsibilities:

- Maintained daily financial records, accounting entries, and transaction documentation.
- Prepared invoices, expense reports, and supporting financial documents.
- Managed accounts payable and receivable operations to ensure timely financial settlements.
- Monitored cash flow activities to maintain operational liquidity and financial stability.
- Responded to financial queries and provided accounting support to internal departments.
- Assisted in maintaining accurate financial data and reporting records.
- Oversaw vehicle operations, fuel consumption monitoring, driver logbooks, and operational tracking.

Customer Care Executive

Better Life Hospital (2021) : 5 Months

Responsibilities:

- Coordinated patient services, appointment scheduling, and front-desk support operations.
- Assisted patients and their families with registration procedures, inquiries, and service-related support.
- Handled billing, insurance coordination, and financial-related patient assistance.
- Managed emergency response coordination and patient transfer support services.
- Addressed patient concerns and resolved service-related issues with professionalism and empathy.
- Maintained effective communication between patients, medical staff, and administrative departments.

EDUCATION

Masters of Business Administration (MBA)

Habibullah Bahar University (2025)

Major : Management

Result : Appeared

Bachelor of Business Administration (BBA)

Habibullah Bahar University (2022)

Major : Management

Result : CGPA 2.81

Higher Secondary School Certificate (H.S.C)

Kabi Nazrul Govt. College (2017)

Major : Business Studies

Result : GPA 3.50

Secondary School Certificate (S.S.C)

Sheikdi Abdullah Mollah High School (2015)

Major : Business Studies

Result : GPA 4.44

TRAINING EXPERIENCES

- Professional Office Management Course from the National Youth Training Center.
- Expanding Skill on Tender Bid by e-GP Training from the BD Tender.

CORE SKILLS

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|--|--|
| • Financial Reporting & Record Keeping | • Cash Flow Monitoring |
| • Banking Operations & Fund Management | • Payroll & Employee Support |
| • Tax Documentation & Compliance | • Vehicle & Logistics Management |
| • Procurement & Vendor Coordination | • Office Coordination & Documentation |
| • Administrative Operations Management | • Customer Service & Communication |
| | • Team Collaboration & Problem Solving |

PROFESSIONAL STRENGTHS:

- | | |
|---|--|
| • Strong communication and interpersonal skills | • Ability to work under pressure |
| • Quick learner with high adaptability | • Strong teamwork and coordination ability |
| • Detail-oriented and organized | • Professional and responsible work ethic |

LANGUAGE

- Bengali: Native or bilingual proficiency
- English: Professional working proficiency

REFERENCE

Md Sarwar Jahan

Deputy Manager, Settlement planning at HDC, BRAC

E-mail: sarwar.j@brac.net