



MD. MANIRUL ISLAM

Accounts & Finance
Postgraduate(MBA In Accounting)

Contact

- 📞 01753269336
- ✉ shafayetmanir@gmail.com
- 📍 Janna,Saturia, Manikganj, Dhaka

Skills

- Financial Accounting
- Preparation of Income Statement, Balance Sheet & Cash Flow Statement
- Journal Entry & Ledger Posting (Basic)
- Bank Reconciliation Statement
- Invoice & Billing Management
- VAT & Taxation (Basic Knowledge)
- Accounts Receivable & Payable
- MS Excel (VLOOKUP, SUMIF, Pivot – basic)
- MS Word & PowerPoint
- Internet & Email Communication

Language

- Bangla: Native
- English: Professional Working Proficiency

Career Objective

Motivated Accounting graduate from National University with strong academic knowledge in Financial Accounting, VAT & Taxation, and MS Excel. Seeking an entry-level Accounts & Finance position where I can apply my accounting skills, contribute to organizational goals, and develop my professional career.

Education

- **Master's of Business Administration(MBA)**
National University 2021 - 2022
Institute : Govt Devendra College, Manikganj
Subject : Accounting
Result : 3.13 (Out of 4)
Passing Year: 2025
- **Bachelor of Business Administration(BBA)**
National University 2017 - 2021
Institute : Khan Bahadur Awlad Hossain Khan Collage, Manikganj
Subject : Accounting
Result : 3.18 (Out of 4)
Passing Year : 2023

Practical / Academic Experience

- Prepared basic financial statements as part of academic coursework
- Practiced voucher entry, journal posting, and ledger maintenance
- Performed basic bank reconciliation exercises
- Gained practical knowledge of VAT & tax calculation through academic training

Personal Strength

- Strong analytical and numerical skills
- Attention to detail and accuracy
- Honest, responsible, and trustworthy
- Ability to work under pressure
- Good time management skills
- Quick learner with a positive attitude
- Teamwork and coordination ability

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Signature