

Curriculum Vitae

MD. RUBEL UDDIN

Ashulia, Dhaka.

Dhaka, Bangladesh.

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Career Objectives:

To face challenges using knowledge, perception, and innovation to pursue a long-term successful career in the dynamic and professional environment of any leading organization. I have to utilize my education, knowledge and Experience in a multifarious arena to learn more and build up my career. I want the opportunity to contribute to your organization through my knowledge, talents and labor and want to build my career so that I can find myself. Through I want a chance to develop my talent to strengthen your organization.

Employment History:

Total Year of Experience: 7.00 Years

1. **Commercial Executive.** (3.25 Years)
(21, November, 2022- Continuing)
Simtex Industries PLC.
Khagan, Birulia (Ashulia), Savar, Dhaka-1341.

Duties/ Responsibility:

1. Preparation of Vat Challan (Mushak-6.3).
2. Preparation of Export Documents and Forward to bank.
3. Vat Challan Register update.
4. Vat Challan Checking & Send to logistic department.
5. L/C Bank wise keeping.
6. Documents bank wise keeping.
7. UP related L/C, PI, & Letter preparation for Customs.
8. UP preparation: * Working. * Note Sheet. * Consumption Sheet. * UP Typing.
9. Dashboard checking in Bangladesh bank website for UP Preparation.
10. UD receive, UD checking for UP preparation.
11. Daily data entry in STSS (Sewing Thread Software System).
12. Import Bill of entry Statement Preparation for Customs audit.
13. Preparation of Export Statement.

2. **Assistant Accounts Officer.** (3 Monthe)
(01, August, 2022- 20, November, 2022)
Golden I Plastic Industries Limited.
110 Borua Bagan Bari, Isapura Road, Khilkhhet, Dhaka-1229.

Duties/ Responsibility:

1. Preparation of Vat Challan (Mushak-6.3).
2. Preparation of debit voucher, credit voucher, journal voucher, contra voucher etc.
3. Documenting financial transactions
4. Cooperating with auditors in preparing audit reports
5. Providing guidance on revenue enhancement, cost reduction and profit maximization

6. Preparing and analyzing financial statements like cash flow statement, balance sheet and profit and loss statement
7. Submitting annual tax returns
8. Submitting monthly vat returns

3. Accountant. (3.5 Years)

(01, February, 2019- 31, July, 2022)

Development Organization of the Rural Poor (DORP)

H#36/2, East Shewrapara, Mirpur, Dhaka-1216, Bangladesh.

Duties/ Responsibility:

1. Documenting financial transactions
2. Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations
3. Reviewing financial documents to resolve any discrepancies and irregularities
4. Reconciling already documented reports, statements and various transactions
5. Creating, reviewing and presenting budgets
6. Recommending financial actions by analyzing accounting options
7. Cooperating with auditors in preparing audit reports
8. Providing guidance on revenue enhancement, cost reduction and profit maximization
9. Preparing and analyzing financial statements like cash flow statement, balance sheet and profit and loss statement
10. Submitting annual tax returns

Educational Qualification:

Exam Title	Institute	Concentration/ Major	Board	Passing Year	Result
M.B.A. (Master's)	National University	Accounting		2018	CGPA- 2.98 Out of 4.00
B.B.A. (Hon's)	National University	Accounting		2016	CGPA- 2.72 Out of 4.00
H.S.C.	Abdul Hadee College	Business Studies	Cumilla	2012	GPA- 2.50 Out of 5.00
S.S.C.	Char Mehar Azizia High School	Business Studies	Cumilla	2010	GPA- 3.69 Out of 5.00

Training Summary:

Training Title	Topic	Institute	Location	Year	Duration
Computer Applications	Office management and computer application	Department of Youth Development	Feni - Noakhali highway, Eklashpur	2016	6 month
Computer Networking	Information Technology (IT)	Noakhali Technical Training Center.	Feni - Noakhali highway, Eklashpur	2017	6 month

Computer And IT Scale:

- Operating Systems Installation : Windows 7/8/10/Server/Linux
- Microsoft Office: Advanced skills in MS Office, Word, Excel, PowerPoint, Access and Microsoft Outlook.
- Typing: English and Bangla Typing.

Personal Details:

Father's Name : Abdul Matin
Mother's Name : Nur Zahan Begum
Date of Birth : 03 January, 1995
Place of Birth : Laxmipur
Permanent Address : C/O: Khalashi Bari, Village: Char Mehar, Post Office: Ramdoyal Bazar,
Upozilla: Ramgoti, District: Laxmipur.

Nationality : Bangladeshi (by birth)
Religion : Islam
Gender : Male
Marital Status : Married
Blood Group : B+
National ID : 3738761562

Reference:

Md.Firoj Alam Junior Assistant Manager, Golden I Plastic Industries Limited. Gmail: firoj1924@gmail.com Mobile: +8801701206216	Nazrul Islam Manager Accounts, Development Organisation of the Rural Poor Gmail: manageraccounts@dorpbd.org Mobile: +8801712959232
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Declaration:

"I certify that all information stated in this resume is true and complete to the best of my knowledge. I hereby authorize the respective concern to verify the information provided in this resume."

Date:

Signature
(Md. Rubel Uddin)