

MD. IMRAN

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Career Objective:

To pursue a challenging career in a reputable financial institution where I can apply my knowledge and practical experience in accounting operations, transaction processing, reconciliation, reporting, customer support, and business operations effectively. I aim to contribute to customer acquisition, business growth, monitoring and recovery activities, and operational excellence through strong communication skills, accuracy, dedication, and a result-oriented approach while continuously developing my professional expertise in the financial sector.

Career Summary:

Results-driven accounting professional with experience at [Akij Group](#), currently working at [Akij Biri Factory Limited](#). Skilled in ERP-based accounting, sales and transaction management, bKash reconciliation, inventory control, and preparation of multiple balance sheets. Proficient in financial reporting, account reconciliation, and maintaining accurate financial documentation, with a strong focus on efficiency, accuracy, and compliance in all accounting operations.

Employment History:

Accountant | Akij Biri Factory Limited February 2023 – Present

- Handled data entry, transaction processing, reporting, and reconciliation in **ERP** system ensuring accuracy and data integrity.
- Record and manage Sales in and Sales Out.
- Post and reconcile bKash transactions.
- Maintain Stock, Sales, Fund Transfer, and Expense Registers.
- Prepare and update the three Balance Sheets (Akij Biri, Akij Tobacco, & Akij Trading)
- Ensure accuracy, proper documentation, and reconciliation of all records.

Academic Qualification:

- **MBA in Management:** National University, Gazipur (CGPA: 2.56/4.00) | 2020.
- **BBA in Management:** National University, Gazipur (CGPA: 2.81/4.00) | 2017.
- **HSC (Commerce):** Govt. City College, Chittagong (CGPA: 3.80/5.00) | 2012.
- **SSC (Business Studies):** Bangladesh Railway Govt. High School (CGPA: 4.81/5.00) | 2010

Area of Expertise:

- ERP Software Management
- Accounting & Financial Record Keeping
- Sales & Transaction Management
- Inventory Management & Stock Monitoring
- Financial Reporting & Account Reconciliation
- bKash Reconciliation & Cash Handling
- Documentation & Management Reporting
- Operational Coordination & Data Accuracy

- Market Analysis & Sales Performance Evaluation
- Strong Communication & Customer Relationship Management

Technical Skill:

- **Office Productivity:** Proficient in MS Excel (Data Entry & Formulas), MS Word, and MS PowerPoint.
- **Computer Proficiency:** Skilled in basic computer operations and troubleshooting, internet browsing, and professional email communication.

Language Proficiency:

English	Reading: Excellent	Writing: Moderate	Speaking: Conversational
Bangla	Reading: Excellent	Writing: Excellent	Speaking: Excellent

Personal Details:

Date of Birth : 17 October, 1994

Marital Status : Married

Nationality : Bangladeshi

NID : 3271904504

Permanent Address : Bininihara, Monsha (4367), Patiya, Chattogram.

Reference (s):

- **Md Jahir Alom:** Principal Officer, Islami Bank Bangladesh PLC (01731825514).
- **Md. Monir Hossain:** Assistant Controller of Accounts, Bangladesh Agricultural Development Corporation (01540116560).

Declaration:

I confirm that, to the best of my knowledge and belief, this resume correctly describes my qualification and personal details.

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Signature