



Curriculum Vitae

Personal Information

First name / Surname: Md. Saiduzzaman Siddique

Address: Advanced Noorani Tower (8th Floor), 01 Mohakhali C/A Amtoli, Dhaka-1212, Bangladesh.

Mobile number: +8801518370085

E-mail: shaiduzzaman1992@gmail.com

Nationality: Bangladeshi

Date of birth: 25 December 1991

Gender: Male

Job Applied For

Finance & Accounts Executive

Work Experience

- Sr. Executive – BBS Cables Limited, BBS Group (July 2023 – Present)
 - - ERP DO confirmation and bill printing
 - - Inter-branch stock and balance transfer management
 - - Bank reconciliations, accounts receivable reconciliation
 - - Voucher preparation: payment, receipt, journal, contra
 - - Sales reporting (monthly, quarterly, yearly)
 - - Communication with sales accountants
 - - Deposit management and analysis of aging reports
- Executive – BBS Cables Limited, BBS Group (July 2021 – June 2023)

- - Maintained billing system
- - Reconciled branch trial balances
- - Handled dishonored cheques
- - Assisted in training new accountants
- Jr. Executive – BBS Cables Limited, BBS Group (Nov 2017 – June 2021)
 - - Maintained books of accounts
 - - Prepared bills and checked daily transactions
 - - Managed ledgers and daily vouchers

Education and Training

- Bachelor of Business Administration (BBA), Daffodil International University (2016)
 - Major: Finance | Result: CGPA: 3.25 / 4.00
- HSC, Joynal Hazari College (2009)
 - Major: Business Studies | Result: CGPA: 3.10 / 5.00
- SSC, Lemua High School (2007)
 - Major: Science | Result: CGPA: 3.81 / 5.00

Training

Professional Excellence Program – Evolve 360 Learning, Daffodil International University (2015, 7 days)

Personal Skills

Mother tongue(s): Bengali

Other language(s): English – Listening: Good | Speaking: Good | Reading: Good | Writing: Good

Communication skills: Strong communication with cross-functional teams

Organisational / managerial skills: Coordinated internal transfers, managed document support

Job-related skills: Bank reconciliation, Accounts receivable management, Sales reporting

Digital skills: Tally ERP 9, Troyee, Microsoft Excel, ERP tools

References

Dr. Mohammad Shibli Shahriar, Professor & Director MBA Program, Daffodil International University, Phone: +8801847334909, Email: shibli@daffodilvarsity.edu.bd

Dr. Nurul Mohammad Zayed, Associate Professor, Daffodil International University, Phone: +8801715152526, Email: zayed.bba@daffodilvarsity.edu.bd