

KAZI ANTU ALAM

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Rajendrapur, Sreepur, Gazipur



Career Summary

Master's graduate in Accounting with 3.5 years of experience as a Branch Accountant in the NGO sector. Skilled in financial management, budgeting, and reporting with strong attention to accuracy and compliance. Dedicated to supporting organizational goals through effective financial planning and accountability.

Work Experience

Branch Accountant | UddipanNGO | Gazipur, Bangladesh

Nov, 2019–Feb, 2023

- Opened and maintained individual loan accounts for members, ensuring accuracy and completeness of financial records.
- Recorded and updated each member's loan installment payments in the accounting system.
- Managed day-to-day financial transactions, including bookkeeping, voucher preparation, and bank reconciliations.
- Prepared monthly and annual financial and donor reports in compliance with organizational policies.
- Assisted in budgeting, expense monitoring, and audit preparation.
- Coordinated with program teams to ensure transparent and timely financial operations.

Skills

- MS word, MS Excel
- Internet Browsing
- Data Entry
- Maintain Logs on Website

Language Skill:

- Bangla : Native
- English :Reading, writing and speaking ability.

Education

MBA in Accounting Anandomohan College, Mymensingh	Passing Year-2018
BBA in Accounting Anandomohan College, Mymensingh	Passing Year-2016
HSC in Business Studies Mymensingh Govt. Commercial Institute	Passing Year-2009
SSC in Business Studies Fulbaria Pilot High School	Passing Year-2016

Personal Information

Name	: Kazi Antu Alam
Father's Name	: Kazi Shahidul Alam
Mother's Name	: Jotsnara Begum
Permanent Address	: Village : Balashor Post Office : Telegram Police Station : Fulbaria District : Mymensingh
Nationality	: Bangladeshi (By Birth)
Date of Birth	: 13/07/1991
Gender	: Female
Marital Status	: Married
Religion	: Islam
NID No	: 3742466943
Blood Group	: A+

Declaration:

I do hereby declare & certify that all the information stated above in these curriculum vitae is true & complete to the best of my knowledge & belief.

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Kazi Antu Alam