

## MD.ASHIKUZZAMAN

📍 Backchar, Khalilpur Bazar, Faridpur Sadar, Faridpur  
☎ 01825607679, 01750108349, 01865708770  
✉ info.ashik49@gmail.com



### Career Objective:

Highly dedicated and results-driven Accounts and Finance professional with **3 years of experience** in comprehensive financial operations, including general ledger management, receivables, payables, and detailed financial statement preparation. Proven expertise in using **Tally ERP 9, Tally Prime Gold, and ROBI ERP** to ensure accurate bookkeeping and compliance. Seeking a challenging full-time position in the Accounting/Finance sector where a blend of strong technical skills and dedication can drive long-term organizational growth.

### Special Qualification:

Tally Erp 9, Tally Prime Gold and ROBI Erp.

### Employment History:

Total Year of Experience: 3.2 yrs

1. Executive (3.1 yrs)  
(1 Jan 2023 - Continuing)

Mamun Group  
Area of Expertise:  
Accounts and Finance (2.1 yrs)

### Duties/Responsibilities:

1. Prepare Daily Cash Statement.
2. Prepare Daily Bank Statement.
3. Updating Cashbook.
4. Updating Bankbook
5. Making Sales Invoice and Purchase Invoice.
6. Updating Receivables and Payables Ledger.
7. Making Money Requisition as per Requirement.
8. Combining Manual Ledger and Tally Ledger.
9. Posting All Vouchers in the Tally.
10. Monthly Cash Salary Payment.
11. Paid Cash as Per Accounts Rules & Regulation.
12. Any Other Task or Responsibilities Assigned by Superior Managment.

### Academic Qualification:

| Exam Title                                | Concentration/Major | Institute                                | Result                    | Pas.Year | Duration |
|-------------------------------------------|---------------------|------------------------------------------|---------------------------|----------|----------|
| Master of Business Administration (MBA)   | Marketing           | Govt.Rajendra College,Faridpur           | First Class, Marks :3.47% | 2020     | 1 Years  |
| Bachelor of Business Administration (BBA) | Marketing           | Govt.Rajendra College,Faridpur           | First Class, Marks :3.19% | 2019     | 4 Years  |
| HSC                                       | Business Studies    | Faridpur Muslim Mission College,Faridpur | CGPA:4 out of 5           | 2015     | 2 Years  |
| SSC                                       | Business Studies    | Khalilpur High School                    | CGPA:4.31 out of 5        | 2013     | -        |

### Professional Qualification:

| Certification                   | Institute  | Location | From             | To            |
|---------------------------------|------------|----------|------------------|---------------|
| Diploma in Software Application | RA ACADEMY | Faridpur | January 21, 2021 | June 21, 2021 |

### Career and Application Information:

Available For : Full Time  
Preferred Job Category : Accounting/Finance  
Preferred District : Anywhere in Bangladesh.

### Skill:

| Fields of Skill                                                                                                                                                                                                                                                        | Description                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Accounting Data Entry</li><li>Accounts Payable</li><li>Accounts Receivables</li><li>Bank Reconciliation</li><li>Computer Literacy</li><li>ERP Software</li><li>Ledger Posting</li><li>MS Office</li><li>Tally Software</li></ul> | <p>1.Performing activities related to accounts and book keeping and managing general office duties tasks of the company.</p> <p>2.Experience on analyzing and maintaining financial statements, ledgers etc.</p> <p>3.Having good exposure of accounting packages (tally, Robi erp) and ms office.</p> <p>4.Managed all the activities related to</p> |

|                                                            |                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Teamwork</li> </ul> | accounts payable, accounts receivable<br><br>5.Hardworking, interested in learning new technologies, with good written and verbal communication skills and adept at working in both team environments as well as individually. Fast learner, self-driven and highly-motivated with good problem solving skills |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla   | High    | High    | High     |
| English  | High    | High    | Medium   |

### Personal Details :

Father's Name : Md.Firoz Mia  
Mother's Name : Nurjahan Begum  
Date of Birth : 17 Jan 1997  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Current Location : Faridpur  
Blood Group : O+  
Nid No : 1952751723

### Reference (s):

|                     | <u>Reference: 01</u>  | <u>Reference: 02</u>       |
|---------------------|-----------------------|----------------------------|
| Name :              | Md.Salim Reza,FCMA    | Khokon Chandra Poddar,ICMA |
| Organization :      | Mamun Group           | Mamun Group                |
| Designation :       | General Manager (F&A) | Sr.Manager (F&A)           |
| Address :           | Shibrampur,Faridpur   | Shibrampur,Faridpur        |
| Primary Mobile No : | 01958590609           | 01718759411                |
| Relation :          | Professional          | Professional               |