

Uzzal Paul

Accounts & Finance | MBA & BBA in Management



Contact Info

- +8801750713844
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- Thakurnowpara,
Ramdia, Baliakandi,
Rajbari.

Educational Qualification

MBA in Management
National University, Bangladesh
Enrolled

BBA in Management
National University, Bangladesh
2.79 Out of 4.00 Year: 2021

Skills

- Communication
- Negotiation
- Leadership
- Adaptability
- Decision Making
- Time Management
- Problem Solving
- Teamwork
- Self-Motivation

Computer Skills

- MS Word, PowerPoint & Excel
- Adobe Photoshop
- Digital Marketing
- Social Media Marketing

Career Objective

Pursuing an outstanding profession in Accounts & Finance in any renowned organization and grow rapidly with increasing responsibilities.

Career Summary

An accomplished Accounts & Finance professional with proven skills in financial reporting, budget preparation, and payroll management. Experienced in tax compliance, account reconciliation, and audit support. Also skilled in client relationship, payment collection, sales negotiation, and market analysis. Dedicated to ensuring accuracy, transparency, and business growth through efficient financial operations. Adept at implementing process improvements to streamline financial systems and reduce discrepancies. Proven ability to work under pressure, meet deadlines, and enhance revenue through strategic financial management.

Job Experience

Accountant, Depot

(May 2025 – Continue)

Akij Group

Core Functions:

- Maintain depot financial records and ledgers accurately.
- Process and verify invoices and payment vouchers.
- Reconcile bank statements and manage cash flow.
- Prepare monthly financial reports for management.
- Monitor and control depot expenses and budgets.
- Ensure compliance with company accounting policies.
- Coordinate with internal and external auditors.
- Assist in inventory valuation and stock audits.

Competency

- Financial Reporting
- Budget Preparation
- Payroll Management
- Tax Compliance
- Invoice Processing
- Account Reconciliation
- Audit Support
- Client Relationship
- Sales Negotiation
- Market Analysis
- Product Promotion
- Payment Collection

Language

- Bengali: Native
- English: Working Proficiency

Personal Info

Birth: 30th December, 1999
Nationality: Bangladeshi
NID: 7354381647

Training & Certificate

- Brothers Computer Training Center.

Reference

Sajeda Parvin
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Education) Govt. Rajbari College
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