

MD. ELEUS AKON

PROFESSIONAL EXECUTIVE



CONTACT

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Vill: Nij Galua; P.O: Jibondashkati;
Upazila: Rajapur; District:
Jhalokati.

EDUCATION

2019

**MASTER OF BUSINESS
ADMINISTRATION (M.B.A.)**
Govt. B.M. College, Barishal
Major : Accounting
CGPA : 2.63 out of 4.00

2016

**BACHELOR OF BUSINESS
ADMINISTRATION (B.B.A.)**
Jhalakati Govt. College, Jhalokati.
Major : Accounting
CGPA : 2.80 Out Of 4.00

2011

**HIGHER SECONDARY CERTIFICATE
(H.S.C)**
Rajapur Degree College, Jhalokati.
Major : Business Studies
Board : Barishal
GPA : 3.10 Out Of 5.00

2009

**SECONDARY SCHOOL CERTIFICATE
(S.S.C.)**
G.K Secondary School, Jhalokati.
Major : Business Studies
Board : Barishal
GPA : 3.44 Out Of 5.00

OBJECTIVE

I'm Md. Eleus Akon, Dedicated and detail-oriented professional with proven experience as a Supervisor and Accounts Executive in dynamic organizational settings. Adept at team leadership, operational oversight, and financial record management. Demonstrated ability to coordinate cross-functional teams, monitor staff performance, and maintain accurate accounting records. Skilled in MS Excel, ledger management, and daily transaction handling. Strong communication and problem-solving skills, with a commitment to efficiency and accountability.

WORK EXPERIENCE

Accounts Executive
Automac Technology, Bangladesh
Duration : Since November, 2021

Responsibilities

- Maintained daily accounts, vouchers, and petty cash records.
- Prepared bank reconciliations and journal entries.
- Assisted in monthly and yearly financial closings.
- Managed accounts payable and receivable efficiently.
- Recorded all transactions in accounting software.
- Supported audit processes with necessary documentation.
- Ensured compliance with VAT, TAX, and company policies.
- Coordinated with suppliers and departments on billing issues.

Supervisor
Bangladesh Bureau Of Statistics
Duration : 15th June, 2022 To 21 June, 2022.

Responsibilities

- Supervised field data collectors during nationwide surveys.
- Ensured accuracy and completeness of collected data.
- Trained enumerators and field staff on data collection methods.
- Monitored daily progress and solved field-level issues.
- Verified and cross-checked survey forms for errors.
- Maintained regular communication with central BBS office.
- Ensured timely submission of data from the field.

LANGUAGES

- BANGLA (Fluent)
- English (Intermediate+)

TECNICAL SKILLS

- MS Word
- MS PowerPoint
- MS Excel
- Internet Browsing
- Email

PROFESSIONAL SKILLS

- Leadership & Supervision
- Teamwork & Collaboration
- Time Management & Organization
- Customer Service & Hospitality
- Problem Solving & Decision Making
- Ability to work independently and in a team

DECLARATION

I hareby, declare to the best of my knowledge and believed that this CV correctly describes my qualifications and me.

PROFESSIONAL CERTIFICATE

National Skill Standard Basic (360Hrs)

[Computer Office Application Program]

Board : Bangladesh Technical Educational Board

Duration : 06 Months

Score : GPA 5.00 out of 5.00

Graphics Designing

Skill & Technology Institute

Duration : 02 Months

Score : GPA 5.00 out of 5.00

PERSONAL ABILITY

- Self-Motivated and disciplined.
- Coordinating time and changing priorities to meet strict deadlines.
- Analysis, Planning and Co-ordination.
- Commitment to the highest standards of quality.
- Complete flexibility to work as per requirement of organization without any time boundaries.
- Able to pick new concepts quickly and self-motivated to learn.
- Highly motivated and committed.

PERSONAL INFORMATION

- Name : Md. Eleus Akon.
- Father's Name : Abdul Barek Akon
- Mother Name : Jahanara Begum
- Address : Vill: Nij Galua; P.O: Jibondashkati;
Upazila: Rajapur; District: Jhalokati.
- Date of Birth : 30 October, 1994
- NID No : 5099081753
- Blood Group : B+
- Religion : Islam
- Nationality : Bangladeshi (By Birth)
- Gender : Male

REFERENCE

Md. Nazrul Islam

Agricultural Expansion Officer

Mirzaganj, Patuakhali.

Mobile: +88 01745 - 153545

MD. ARIF HOSSAIN HOWLADER

Branch Accounts Officer

Nahara brac, Kachua, chandpur

Mobail: +01722-690222



Md. Eleus Akon.