

MD. IMRAN ALAM

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PROFESSIONAL SUMMARY

Accounts & Finance Professional with 10+ years of experience in accounting operation, financial reporting, bookkeeping, bank reconciliation, audit support and office administration. Skilled in Accounts Payable & Receivable, voucher management, invoice processing, data entry, and maintaining accurate financial records. Proficient in Microsoft Excel, reporting, and office management. Seeking an Accounts Executive/ Senior Accounts Officer position in a reputable organization.

CORE COMPETENCIES

- Financial Reporting & Analysis
- Accounts Payable & Receivable
- Bank Reconciliation
- Ledger, Voucher & Invoice Management
- Budget Monitoring & Expense Control
- Audit Support & Documentation
- Data Entry & Record Keeping
- Microsoft Excel
- Microsoft Word & Power point
- Administrative & Office Management
- Internet & Email Communication

PROFESSIONAL EXPERIENCE

Accountant & Computer Instructor **July 2023 – Present**
Impress Ad & Training Centre | **Wireless Moor, Khulshi, Chattogram, Bangladesh**

- Maintain accounting records, invoices, vouchers, and expense documents.
- Conduct computer training on MS Office and basic IT skills.
- Prepare lesson plans and manage lab activities efficiently.
- Support students in practical learning and digital skill development.
- Maintain accurate data entry and office documentation.

Admin & Accounts Executive **January 2023 – June 2023**
BD Raylong Trading Ltd. | **Habib Lane, Beside of Indian Embassy, Khulshi, Chattogram.**

- Maintained daily financial records with accuracy and compliance.
- Assisted in monthly financial reporting and budget preparation.
- Coordinated with banks, vendors and auditors efficiently.
- Managed administrative tasks and HR-related documentation.
- Support invoice processing and payment documentation.

Accountant-Cum-Computer Operator **May 2015 – Dec 2020**
Karnaphully Paper Mills Ltd. | **92, Sadarghat Road, Chattogram.**

- Maintained daily accounting transactions and financial records using Excel
- Assisted in billing, cash handling and bank reconciliation activities
- Prepared monthly financial statements and expense reports
- Organized financial documents for audit and reporting purposes
- Maintained accurate ledger and voucher documentation

Accounts Assistant **Nov 2010 – March 2014**
Taheri Flour Mills Ltd. | **Nasirabad Industrial Area, Textile Gate, Chattogram.**

- Supported daily accounting activities and data entry operations
- Maintained invoices, receipts, and financial documents properly
- Assisted in preparing balance sheets and expense reports.
- Supported office administration and filing activities

EDUCATION

Masters of Business Studies (2013)

Govt. City College Chittagong.

Result: 2nd Class

Date of Result Published: 9th October, 2016

Bachelor of Business Studies (2011)

Govt. Commerce College Chittagong.

Result: 2nd Class

Date of Result Published: 17 June, 2013

HSC (2008)

Govt. City College, Chittagong

GPA: 4.10

SSC (2006)

Wireless Jhautala Colony High School, Chittagong

GPA: 4.63

TRAINING

Computer Office Programme

September 2011 – November 2011

Imam Training Academy

Haji camp, Chattogram

TECHNICAL SKILLS

- Microsoft Office (Word, PowerPoint, Excel)
- Adobe Illustrator, Photoshop (Basic Knowledge)
- Internet & Email Handling

LANGUAGE SKILL

English | Fluent

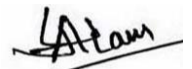
Bengali | Native

Hindi | Fluent

EXTRA CURRICULUM ACTIVITIES

Volunteer - Bangladesh Integrated Social Advancement Programme (BISAP)

(2018- Present)



(Md. Imran Alam)