

Md. Mofazzal Hossain

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📍 Baroicha, Dewaner Char, Belabu, Narsingdi



CAREER OBJECTIVE

Motivated and detail-oriented accounting professional with hands-on experience in financial reporting, ERP systems, and cash management at PRAN-RFL Group. Eager to contribute to a dynamic organization where I can utilize my skills in accounts and finance to support operational efficiency, ensure compliance, and grow professionally while adding value to the company's financial integrity and performance.

WORK EXPERIENCE

PRAN-RFL Group

August 26, 2022 – Present

Sub Assistant Manager – Accounts Department

- Prepared and maintained receipt and payment accounts using ERP software, ensuring accurate and timely financial reporting.
- Handled all aspects of daily banking activities including deposits, withdrawals, fund transfers, and maintaining strong relationships with banking institutions.
- Monitored and managed the company's cash disbursement processes, ensuring compliance with financial policies and budgetary guidelines.
- Prepared and reviewed monthly bank reconciliation statements to identify and resolve discrepancies.
- Maintained comprehensive factory financial records, including petty cash books, general ledgers, vouchers, and supporting documentation.

EDUCATION

Master of Business Administration (MBA)

2018

- National University, Narsingdi Govt. College
- Major: Accounting
- CGPA: 3.06 (Out of 4.00)

Bachelor of Business Administration (BBA)

2017

- National University, Raipura College
- Major: Accounting
- CGPA: 3.29 (Out of 4.00)

Higher Secondary Certificate (HSC)

2013

- Narsingdi Model College, Dhaka Board
- Group: Business Studies
- GPA: 4.50 (Out of 5.00)

Secondary School Certificate (SSC)

2011

- Dewaner Char Madhymik Vidyalaya, Dhaka Board
- Group: Business Studies
- GPA: 4.31 (Out of 5.00)

TRAINING

- Basic Computer Training (6 Months): Covered MS Office applications, internet browsing, and email communication skills.

CORE SKILLS

- Financial reporting
- Bank transactions
- Reconciliation
- Cash handling
- Ledger entry
- Invoice processing
- Payment tracking
- Voucher management
- Documentation
- Audit support
- Account analysis
- Budget tracking
- Accuracy
- Time management
- Team coordination
- Problem-solving

TECHNICAL SKILLS

- MS Office (MS Word, MS Excel, MS PowerPoint)
- SRP Software
- Email Communication

LANGUAGE SKILLS

- **Bengali:** Native proficiency
- **English:** Professional proficiency

EXTRACURRICULAR ACTIVITIES

- Participated in community awareness programs and local development activities
- Volunteered in social welfare events organized in the local area
- Actively involved in organizing educational support initiatives for underprivileged students
- Regular blood donor and member of a local blood donation network
- Participated in charity fundraising events and relief distribution during natural disasters

CORE CAPABILITIES

- Ability to meet any challenge with confidence, determination & sincerity.
- Enjoy working under pressure, in different challenging and creative situations.
- Hard-working capability and retain temperament.
- Strong communication skills, good management, and ability to take leadership.
- Ability to learn quickly and implement efficiently.
- Detail-oriented and able to manage time effectively.

PERSONAL INFORMATION

- Father's Name: Abu Siddik
- Mother's Name: Sufia Begum
- Date of Birth: 18 January 1995
- Nationality: Bangladeshi (by birth)
- Religion: Islam
- Sex: Male
- Blood Group: O+
- Marital Status: Married
- Height: 5'4"
- National ID No: 3713886533
- Permanent Address: Baroicha, Dewaner Char, Belabu, Narsingdi, Bangladesh

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

Sincerely

Md. Mofazzal Hossain