

# Md. Rubel Miah

📍 Narayangonj, Dhaka, Bangladesh  
☎ +880-1786912446  
✉ [www.rubel.acc16@gmail.com](mailto:www.rubel.acc16@gmail.com)



## Objective

---

Willing to take Challenges with great responsibility to build a career in a reputed organization Where I can Work independently in a challenging environment to develop persona skills, Competencies and prove myself as a quick learner & highly energetic person. In addition, I am always interested in creative work and try my best to meet the goals of the organisation in relation to my job Satisfaction.

## Career Summary:

---

Detail oriented bookkeeping, Accounting and Vat Professional over 4 years Experience in Executing general accounting function and Delivering detailed financial reporting and analysis. Skilled in analyzing Deficiencies to Support organization's Process improvement efforts. Now I am working at Papertech Industries limited as a Junior officer (Accounts & Vat).

## Education

---

**MBA** with major Accounting ; 2020

National University, Bangladesh. (CGPA 3.37 out of 4.00)

**BBA with major Accounting** (2015 – 2019)

National University, Result: (CGPA 3.13 Out of 4)

**HSC** from "Raygonj Degree College" in Business Studies with a (GPA 4.25 out of 5.00), 2015

**SSC** from "Raygonj M.L High School" in Business Studies with a GPA (4.50 out of 5.00) 2013

## Experience

---

### Junior office, Vat

Papertech Industries Limited. (October, 2021 to continue)

- ❖ Maintain daily financial transactions and records.
- ❖ Prepare and verify vouchers, bills, and invoices.
- ❖ Update cash book and bank statements regularly.
- ❖ Process payments and expense reports.
- ❖ Enter accounting data into Excel or accounting software.
- ❖ Assist in preparing monthly and annual financial reports.
- ❖ Maintain payroll and expense records.
- ❖ Support VAT related activities.
- ❖ Organize and maintain financial documents and files.
- ❖ Perform duties assigned by the Senior Accountant or Accounts Manager.

## Skills

---

Language:

- English – Fluent
- Bangla – Native Language

Digital Skills:

- Good command in Microsoft Office Applications (Word, Excel, PowerPoint, Outlook)
- Have Experience working at oracle and Dhrupadi vat software.
- Proficient in digital information processing, communication and problem solving

## Professional Attributes

---

- Have experience in inventory (store) management & involved in Integrated Management System.

### **Personal Information:**

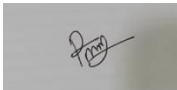
---

Father's Name : MD.Nazrul islam  
Mother's Name :Jahanara Begum  
Date of Birth :18/11/97  
NID :5103479209  
Marital Status :Married  
Religion :Islam  
Present Address :Atlashpur,Vulta,Rupgonj,Narayangonj.  
Permanant Address:Raygonj,Nageshwary,kurigram,Rangpur.

### **Reference:**

---

- **Md.Amir Hossain**, Deputy Manager (Mechanicals), **Papertech Industries Ltd.**  
**Fac:atlashpur,vilta,Rupgonj,Narayangonj.Mob:01734-392319**
- **Md.Jashim Uddin**, AGM (Finance & Accounts), **Papertech industries Ltd .corporate**  
**offfice:Banani,Dhaka.**



---

**MD. Rubel Miah**