



Resume Of ***M.R.Khan Shuvo***

Present Contact Address:

House No.45 , South Khilgaon Dhaka-1000.

E-mail: rakibskhan164@gmail.com

Cell: 01686723180 ,01324727237

Career Objectives:

An accounts professional with 6+ years of experience. Skilled in financial reporting, audit, tax compliance, and team management. Seeking to enhance skills with professional certifications and progress to a senior finance role.

Training:

Tally prime software training in **Prostut Bangladesh Ltd.** full course 01 april -2023 to 30 june-2023 (3 Month).

Address:18,Unity Tower,Block-b,Road-09,Bochila City Developers,Mohamodpur,Dhaka-1207

Website:prostut.com

E-mail:bijoyalamin04@gmail.com.

Working Experience:

1. **Geo Steel (Bd) Ltd.** as a **Executive Accounts Officer** from **2nd January, 2021 to till now.**
Address: Hossain tower (6th Floor),116 Naya Palton (Culvert Road),Bijoy Nagar,Dhaka-1000.

➤ Job Responsibility:

- Debit, credit voucher prepare and complete with supporting.
- Daily cash book prepare and writing cash register.
- Company accounting software **Tally Prime Software** Daily transaction of accounting (Bill voucher, receipt & payment voucher, contra voucher, adjustment voucher , Purchase & Sales Voucher) Posting & Prepare Trial balance , Balance sheet, profit & loss acc. Prepare all kinds of report in software.
- Managed financial reporting & ensured timely submissions.
- Passing Various type of posting such as-vat adjustment, Assets sales ,etc.
- Prepare inter-company reconciliation.
- Prepare Debit Note & Share Cost.
- Bank reconciliation.
- Prepare advance report in excel.
- Prepare all type of Ms word , Excel Report.

- Complete to company banking transaction and activity.
- Company Loan Disbursement.
- Prepare site engineer receive & expense statement.
- Also doing sales activity (order prepare, requisition, Product delivery activity).
- Prepare Bank Book & Receipts and Payment Statement with physical verification of cash.
- Prepare daily expenditure vouchers, requisition & daily transactions.
- Company all banking activity.

2. Padma Diagnostic Centre Limited as a Data Entry Operator from September 15, 2020 to 31st December, 2020. Address: 245/2 New Circular Road Malibag, Dhaka – 1217.

➤ **Job Responsibility:**

- Medical data entry.
- Medical software Posting.

Internship:

Dhaka Bank Limited Islamic Banking Branch, Address: Modumoti Cinema Hall Motijheel , Dhaka. 3 month internship program (January 15 to April 13, 2017)

➤ **Job Responsibility:**

- 1) Complete to Bank Account opening form (Current account , Saving, DPS, FDR) .
- 2) Account payee Cheque Receive and Complete to submit .
- 3) Doing To General Banking various Activities.

Computer: Bangladesh Technical Education Broad Dhaka

Bangladesh computer & karigori Proshikkon Kendro, Certificate In **Computer Office**

Application Full Course 6 month (July- Dec, 2019). Address: 89, DIT Road, Mallibag Dhaka-1217.

Result: A+

➤ **Trained:**

- MS Office :Excel, Word, Power Point, Access & Typing (Bangla & English).

Professional Training:

CSP (Carrier service program) Taken on Southeast University. BBA Department, Bonani Campus, Dhaka.

Awards:

Merit based waiver taken based on every semester result.

Voluntary ((Blood Donar):

Regular Member Free Blood Donation for **Quantum Foundation & Central Police Hospital** Dhaka.

Skills:

- **Accounting Software** : Tally Prime Gold, RF & Billing Master
- **Ms Office** : Excel, Word, Power Point, Access & Typing (Bangla & English)

Education (Graduation, H.S.C, S.S.C):

Education Name	Subject	Institution	Passing Year	GPA/ CGPA	Board
M.B.A	Accounting	Southeast University	2022	3.17	Southeast University

B.B.A	Accounting	Southeast University	2017	3.45	Southeast University
H.S.C	Business Study	Major General Mahamudul Hasan Adarsa College	2012	4.30	Dhaka
S.S.C	Business Study	Bindubasini Govt. Boy's High School	2010	4.69	Dhaka

Language:

- Bangla (native)
- English (fluent).

Functional & Behavioral Strength:

- Hard working.
- Long time working ability.
- Confident about my ability.
- High Dedication for work.
- Able to come up with new idea and concept.
- Able to learn from mistake.

Personal Details:

Name : M. R. Khan Shuvo
 Father's Name : Md. Habibur Rahman Khan
 Mother's Name : Nilufa Khanam

Permanent Address:

: Khan Mahal, House No. 24, Road No. Sadar Hospital East Side Road, Village- Kodalia, P.O + P.S + Dist.- Tangail.

Date of Birth : 23rd November, 1994
 Nationality : Bangladeshi (By Birth)
 Religion : Islam (Sunni)
 Marital Status : Single.
 Height : 5 Feet 9 Inches
 Weight : 80 Kg
 NID : 6409980585
 Blood Group : B (+ve)
 Sex : Male

Reference:

1. Md. Hafizur Islam

HR Manager
 Geo Steel(BD) Ltd,
 Geo Group .

Address: Hossain Tower (6th Floor), 116 Naya Paltan ,Dhaka-1000.
 Phone: 01731-224400 & 01848-305658

2. Md. Anwar Hossain

Joint Director
 Common Services Department-1
 Bangladesh Bank
 (Central Bank of Bangladesh),
 Head Office, Motijheel C/A,
 Dhaka-1000

Cell: 01727-444887



M. R. Khan Shuvo

Date:.....