



Kazi Arifur Rahman

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Email: arifulkazi7919@gmail.com

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Personal Details:

Father : (Late.) Kazi Nowsher Ali

Mother : Anzumanara Begum

DOB : 01-02-1979

Blood Group: 0+ (ve)

Religion : Islam

Gender : Male

Marital Status: Married

Permanent Address:

Vill. Mattomdanga, P.O.

Jahanabad Cantonment-9205,

P.S. Fultola, Dist. Khulna.

Present Address:

Village : Jogobabur More,

Tetul Mill, Nawapara,

Jashore.

Educational Info:

✦ B.Com (1998) 2nd Class
National University

✦ HSC (1995) 2nd Division
Jessore Board

✦ SSC (1993) 1st Division
Jessore Board

Reference

Brg. Md. Rezaul Awal

Head of Dept. (Electronics)

Military Institute of Science

& Technology (MIST), Dhaka

Mob: 01818-219365

Laurance Oli Gomez

Managr Accounts

Mongla Cement Factory

A project of Sena Kalyan

Sangstha

Burirdanga, Mongla, Bagerhat.

Mob: 01755-507366

Objective

To obtain the position of Cloud based Accounting such as Quickbooks, Xero, Wave & Sr. Asst. Accounts in a dynamic organization where my skills and experience can be effectively utilized for the growth and development of the company.

Summary

Highly motivated and details oriented Cloud based bookkeeping with one year & Sr. Asst. Accounts with over (15 Years) of experience in Accounting and Finance. Proficient in managing financial reports and performing financial analysis, strong communications and interpersonal skills with the ability to work well in a team environment.

Experience

2006 - 2021 Sr. Asst. Accounts
Mongla Cement Factory
A Project of Sena Kalyan Sangstha
Burirdanga, Mongla, Bagerhat.

Aug 2023-24 ACC BPO Business Service Ltd.

Responsibilities

- ✦ Manage day to day accounting functions such as recording financial transaction, re-consign bank statement and processing Invoices.
- ✦ Prepare financial statements and reports Including balance sheets, income statement and cash flow statement.
- ✦ Perform financial analysis and make recommendations to management based on findings.
- ✦ Assist with budget preparation and variance analysis.
- ✦ Maintain accurate and up to date accounting records and ensure compliance with regulatory requirements.
- ✦ Develop and implement accounting policies and procedure to improve efficiency and accuracy.
- ✦ Managed accounts payable and receivable accounts functions.
- ✦ Assisted with audits and supported audit preparation.
- ✦ Manage day to day all kinds of VAT & TDS.

Skills

- ✦ Accounting software-proficient in Quickbooks, Xero And Wave for managing financial record invoicing and reconciliation.
- ✦ Ability to work well in a team environment detail oriented and organised.
- ✦ Advanced MS-Excel operating skills.