



Md. Mahmudul Haque

Contact

Address

Mohammadpur, Dhaka 1207

Phone

+8801911062472

E-mail

mahmud2041@gmail.com

Skills

- Experience using Business Information Databases to analyze performance of a business
- Ability to demonstrate the application of double entry accounting rules to investigate anomalies
- Experienced in reviewing/finalizing company and individual accounts, VAT, TAX & returns
- Has good experience of Internal Audit
- Well versed in MS Office
- Has good experience about Documents Control
- Well versed in Intuit QuickBooks. Got Certificate from E7 Training

Executive Accountant with 10+ years of experience in working in fast paced environments with strengths in employees experience and customer satisfaction in accounts, operation, procurements, communication; proven skills in organization and leadership developed through managing and mentoring multiple teams; track records of saving time and money. Also well versed in Intuit QuickBooks & BuildSmart.

Work History

Jan'2021

Sr. Accounting Officer

OTJ Joint Venture (Obayashi Corp.,Toa Corp.,JFE Engineering Corp. Japan)

Bhuapur. Tangail, Bangladesh

- Maintained daily & monthly accounts with ledger.
- Prepared Cash Budget for daily expenditures.
- Prepared payment slips day by day.
- Maintained Foreign Transactions and Payroll for Expatriate.
- Prepared daily statement.
- Prepared payment through Online Banking & S2B
- Check Monthly Bank Reconciliation
- Calculating the TAX and VAT on different types of goods and services
- To ensure & monitoring Banking activities
- Prepared En cash Foreign Currency Checks of Expatriate Employees on their behalf
- Checked purchase and other voucher.
- To help internal Audit & External Audit
- Maintain daily Petty Cash
- Using BuildSmart Software.

Feb'2020

To

Dec'2020

Service Agreement

Aktio Corporation .Tokyo , Japan,

Jun'2015

To

Jan'2020

Sr. Executive, Accounts & Operation

Aktio Bangladesh Ltd. (subsidiary of Aktio Corporation, Japan)
Dhaka, Bangladesh

- Maintained daily & monthly accounts with ledger
- Maintained factory accounts
- Prepared daily & monthly sales reports into excel spread sheet for analysis
- Prepared payroll and wages sheet with overtime for 48 employees
- Calculating the TAX and VAT on different types of goods and services
- Checked sales and other vouchers
- Dealt with company's banking issues.

- Knowledge about BuildSmart Software
- Introduction to Financial Accounting course from Udemy.
- Excellent in-person and over-the-phone client handling
- Ability to lead team and to mentoring
- Has good experience in procurement
- Project Accounting
- Cost accounting
- Cash Flow Management
- Internal Controls

Jun'2012
To
Feb'2015

Executive, Finance

Dienco Limited, Dhaka

- Supported materials purchases and suppliers.
- Authorized daily expenditures.
- Checked daily expenditure and compute ledger.
- Computed daily and monthly accounts.
- Maintain Petty Cash
- Check Monthly Bank & Cash Reconciliation.

Education

2010 **Masters of Business Studies (MBS)**
Department of Finance & Banking
Dhaka Commerce College (National University)
First Class

2009 **Bachelor of Business Studies (BBS)**
Department of Finance & Banking
Dhaka Commerce College (National University)
First Class

Personal Information

- Father's Name: Prof. Abdul Manna (Retd.)
- Mother's Name: Mst. Tahmina Khatun
- Date of Birth: 07/07/1988
- Nationality: Bangladeshi
- Marital Status: Married
- Religion: Islam

National Identity

1943620771

References

- **MM Shahel Siddque**
Managing Director, Nobeeco Limited
Dhaka, Bangladesh
☎ +8801713008700
✉ shahel@nobeeco.com
- **Mohammed Mahabubur Rahman**
Head of Finance, Webb Fontaine Bangladesh Limited
Dhaka, Bangladesh
☎ +8801715118239
✉ mahabubur.rahman@webbfontaine.com
- **Toi Baba**
Project Officer, Supply Chain Services Department,
Crown Agents, Japan
☎ +81 (0)3 6261 0142 / (0)505443 5132 (Direct)
✉ Toi Baba@jp.crownagents.com