

Md. Zahidul Hoque Yeamin

C/O- MD. Halim (Near Nila Mosque),
Wall no-1. Block-02/12, Mirpur-6, Dhaka
Mobile : 01969474957, 01718111366
yeaminzahid@yahoo.com



Objective : To develop my career in where I can efficiently utilize my skills to serve the Organization to achieve its goal.

Career Summary:

- ♣ Assist in administering any operations required by the company.
- ♣ Assist in documentation and reporting the investigation findings and prepare case files for review (e.g., media search results, copies of statements/check, results from internal system searches, etc), and other Accounts related work.
- ♣ Exceptionally motivated and eager to succeed.
- ♣ Profoundly resilient and energetic.

Special Qualification:

- ♣ Exceptionally motivated and eager to succeed.
- ♣ Profoundly resilient and energetic.
- ♣ Great positive thinker with a can-do attitude. Remarkably astute, diligent and commercially aware.

01. Techxou LLC

Accounts Manager

Duties/Responsibilities:

- Bookkeeping Specialist Role:
 - - The Bookkeeping Specialist is responsible for performing daily bookkeeping,
 - - Historical clean-ups and various accounting processes for the company's clients. –
 - Maintaining accurate financial records for an organization.
 - - Organize and manage financial documents,
 - - Reconcile discrepancies, and assist in preparing financial reports.
 - - Ensure compliance with accounting standards and tax laws,
 - - Communicate with various stakeholders. Attention to detail, analytical skills, technological proficiency, and ethics.
 - - Financial analysis,

- - Budgeting support,
- - Payroll processing,
- - Inventory management,
- - Accounts receivable and payable,
- - Tax preparation, audit support,
- - Training and support,
- - Continuous improvement, and customer service.

2. MonsterClaw LLC

Accountant, September, 8-2022----- Continuing

Company Location: , Mohammadpur, Dhaka

Department: Accounts & Finance

Duties/Responsibilities:

- Prepare Financial Statement for Management
- Flow the **GAAP** Function in account s system
- Prepare PayPal, Paneer, Stripe, Mercury, up work transaction and checked it
- Manage independently and perform audits end to end including audit planning, audit fieldwork and reporting.
- VAT and Tax related work.
- Ensure coordination, communication and timely submission of periodic financial reports for organization and donors;
- Monitor the proper utilization of grant fund in field; ensure compliance of the contract with back donors;
- Preparation and analysis of project budgets and multiyear budget
- Facilitate internal and external audit for project and organization.
- Monitor projects fund accounts in a timely manner
- Check vouchers of expenses being made at field office
- Operate accounting software (tally software)
- Assist the Project team when required
- Keep updated fund in and out
- Keeping track for rising fund and ongoing new all project expenditure and fund given document.
- Worked with **quick book & Zoho accounting Software.**
- Also worked with **ERP Accounting software.**
- Regular fund diverse and also check up new fund source.

- Develop audit program, guide/procedures and internal control function for internal auditor(s) to implement audit program and procedures.
- **Prepared Budget for the Project** and utilize it by project related work.
- **Prepared Office Budget for monthly, quarterly, half yearly and yearly.**
- Develop and maintain **financial accounting systems** for Cash and Bank management, accounts payables, accounts receivable, credit control.
- Check all bill voucher of branch office and take necessary steps
- Prepared monthly report and submit it to Managing Director.
- Collect Various fund form different Donor Project.

- Prepare different types of audit reports - monthly, quarterly, half yearly and annually for the use of the top management or the board of directors.
- Work with various business unit representatives and process owners to review and test internal systems and processes.
- Investigate opportunities for cost savings or process improvements.
- To develop a follow up process to ensure effective implementation of corrective actions for deficiency.
- To ensure that all sorts of requisition, delivery challan, bill, voucher etc. are being checked and verified in the prescribed manner.
- To check daily expenditures, vouchers, Requisition and daily transaction.
- Check all transactions like receive voucher, payment voucher, Journal voucher.
- To perform periodic audit as and when required.
- Perform any other tasks assigned by the management.
- Preparing **Report due and payment** submit it to Managing Director in every month.
- Help to Different Internal **Audit Report.**
- Also handle all bill, voucher of Prepare project bill, voucher and Other Accounts Related work
- Prepare **Bank Reconciliation Statement**
- Develop and maintain financial accounting systems for Cash and Bank management, accounts payables, accounts receivable, credit control.
- Conduct periodic internal audit and make recommendation to ensure the highest standard of financial management system.
- Verifying and cross-checking of all accounting transactions made to all internal and external stakeholders and Bank
- Keep liaison with Procurement department, Sales department, External Audit, Utility, Bill.
- Reviewing of all financial records and reports of the company.

3. (Coders Trust Bangladesh Ltd.)

Sr. Accounts Officer, August, 8-2018----- August 31th 2022

Company Location: Banani, Dhaka

Department: Accounts & Finance

Duties/Responsibilities:

- Prepare Financial Statement for Management
- Flow the **GAAP** Function in account s system
- Manage independently and perform audits end to end including audit planning, audit fieldwork and reporting.
- Done **FD-2, FD-3, FD-5** properly and provide them in the NGO.
- Ensure coordination, communication and timely submission of periodic financial reports for organization and donors;
- Monitor the proper utilization of grant fund in field; ensure compliance of the contract with back donors;
- Preparation and analysis of project budgets and multiyear budget
- Facilitate internal and external audit for project and organization.
- Monitor projects fund accounts in a timely manner
- Check vouchers of expenses being made at field office
- Operate accounting software (tally software)
- Assist the Project team when required
- Keep updated fund in and out
- Keeping track for rising fund and ongoing new all project expenditure and fund given document.
- Worked with **quick book & Zoho accounting Software.**
- Also worked with **ERP Accounting software.**
- Report to NGO burro in every month report
- Regular fund diverse and also check up new fund source.
- Develop audit program, guide/procedures and internal control function for internal auditor(s) to implement audit program and procedures.
- **Prepared Budget for the Project** and utilize it by project related work.
- Prepared **FD-6 Form** and submit it on proper time.
- **Prepared Office Budget for monthly, quarterly, half yearly and yearly.**
- Develop and maintain **financial accounting systems** for Cash and Bank management, accounts payables, accounts receivable, credit control.
- Check all bill voucher of branch office and take necessary steps
- Prepared monthly report and submit it to Managing Director.
- Collect Various fund form different Donor Project.

- Prepare different types of audit reports - monthly, quarterly, half yearly and annually for the use of the top management or the board of directors.

- Work with various business unit representatives and process owners to review and test internal systems and processes.
- Investigate opportunities for cost savings or process improvements.
- To develop a follow up process to ensure effective implementation of corrective actions for deficiency.
- To ensure that all sorts of requisition, delivery challan, bill, voucher etc. are being checked and verified in the prescribed manner.
- To check daily expenditures, vouchers, Requisition and daily transaction.
- Check all transactions like receive voucher, payment voucher, Journal voucher.
- To perform periodic audit as and when required.
- Perform any other tasks assigned by the management.
- Preparing **Report due and payment** submit it to Managing Director in every month.
- Worked at different NGO and build good relation with vocal person for fund raising.
- Help to Different Internal **Audit Report**.
- Also handle all bill, voucher of Prepare project bill, voucher and Other Accounts Related work
- Prepare **Bank Reconciliation Statement**
- Develop and maintain financial accounting systems for Cash and Bank management, accounts payables, accounts receivable, credit control.
- Conduct periodic internal audit and make recommendation to ensure the highest standard of financial management system.
- Verifying and cross-checking of all accounting transactions made to all internal and external stakeholders and Bank
- Keep liaison with Procurement department, Sales department, External Audit, Utility, Bill.
- Reviewing of all financial records and reports of the company.

4. SAIC Professional Training Center (SAIC Group).

.Sr. Accounts Officer, July, 13-2016-----March, 30-2018

Company Location: Mirpur, Dhaka

Department: Accounts

Duties/Responsibilities:

- Prepare Financial Statement for Management
- **Prepared Budget for the Project** and utilize it by project related work.
- **Prepared Office Budget for monthly, quarterly, half yearly and yearly.**
- Develop and maintain **financial accounting systems** for Cash and Bank management, accounts payables, accounts receivable, credit control.
- Check all bill voucher of branch office and take necessary steps
- Prepared monthly report and submit it to Managing Director.
- Collect Various fund form different Donor Project.
- Preparing **Report due and payment** submit it to Managing Director in every month.

- Worked at different NGO and build good relation with vocal person for fund raising.
- Worked At Responsible for Implementing on **TVET Skill Development Program** in SAIC
- Help to Different Internal **Audit Report.**
- Also handle all bill, voucher of Prepare project bill, voucher and Other Accounts Related work
- Train up branch office accountant about **Tally Software and Accounting Systems.**
- Prepare **Bank Reconciliation Statement**
- Develop and maintain financial accounting systems for Cash and Bank management, accounts payables, accounts receivable, credit control.
- Conduct periodic internal audit and make recommendation to ensure the highest standard of financial management system.
- Verifying and cross-checking of all accounting transactions made to all internal and external stakeholders and Bank
- Keep liaison with Procurement department, Sales department, External Audit, Utility, Bill.
- Reviewing of all financial records and reports of the company.

5. Vely Trade International

Accounts Executive January-07, 2014----- June, 16-2016)

Company Location: Purana polton, Dhaka

Department: Accounts Section

Duties/Responsibilities:

- Keep proper record of all procured items separately and processing the vendor`s bills
- Prepare, float, and evaluate Bids/Tenders as per policy of the Organization
- Ensure compliance of vetting opinion / security documentation processing land document
- Collect Different Credit Collection.
- Assist in administering bank operations required.
- Assist in documentation and reporting the investigation findings and prepare case files for review (e.g., media search results, copies of statements/check, results from internal system searches, etc).
- Develop and maintain financial accounting systems for Cash and Bank management, accounts payables, accounts receivable, credit control.
- Conduct periodic internal audit and make recommendation to ensure the highest standard of financial management system.
- Preparing financial report, New Budget, expenditure.
- Train up branch office accountant about **Tally Software and Accounting Systems**
- Helping to prepare Vat, Challan, Income Tax office.
- Collect Project Funding, Development, and find source of new Fund
- Verifying and cross-checking of all accounting transactions made to all internal and external stakeholders and Bank.
- Reviewing of all financial records and reports of the company.
- Keep liaison with Procurement department, Sales department, External Audit, Utility, Bill

Salary Demanded: As per company Policy

Expertise Summary

- Exceptionally motivated and eager to succeed.
- Profoundly resilient and energetic.
- Great positive thinker with a can-do attitude. Remarkably astute, diligent and commercially aware.
- Profound ability to take ownership of problems and find suitable resolutions.
- In-depth ability to think clearly and critically. Ability to manage own workload and use initiative.

Academic Attainment

Secondary School Certificate (S.S.C.)

Year of Passing : 2004
Group : Business Studies
CGPA : 4.31
Institution : Bangladesh Railway GOVT. High School.
Board : Chittagong.

Higher Secondary Certificate (H.S.C.)

Year of Passing : 2006
Group : Business Studies
CGPA : 4.30
Institution : GOVT. College of Commerce, Chittagong
Board : Chittagong.

Bachelor of Business Studies (Pass Course)

Year of Passing : 2010
Result Obtain : 1st Class
Institution : GOVT. College of Commerce, Chittagong
Board : National University

Master of Business Studies (M.B.S)

Year of Passing : 2012
Institution : GOVT. College of Commerce, Chittagong
Subject : Accounting
Result : 2nd Class

Master of Business Studies (M.B.S)

Year of Passing : 2015
Institution : International Islamic University, Chittagong
Subject : Human Resource Management
Result : 3.32(out of 4)

The Institute of Cost and Management Accounting Bangladesh (ICMAB)

Result : Running P-I level

Language Proficiency

- Fluent in speaking, reading, writing both Bengali and English.

Computer Skills

- Programs : MS Word, MS Excel, MS PowerPoint ;
- Operating System : Windows 98 & 2000, Windows XP

PERSONAL INFORMATION:

Name : Md. Zahidul Hoque Yeamin
Father's Name : Md. Shakhawat Hossain
Mother's Name : Rebeka Akter
Permanent Address : jonal area, bypal.Dhaka
Wall no-1. Block-62/12, Jaleshwar,
Savar, Dhaka
Date of birth : 4th November 1988
Nationality : Bangladeshi by birth.
Religion : Islam.
Marital Status : Unmarried.
Blood Group : B+

Extra Curricular Activities

- Playing Cricket
- Listening Music
- Traveling
- Reading books

Reference:**1. Md. Zual Hoque**

Head Of Accounts
CodersTrust Bangladesh ,
Mobile- 01915350671
ziaul@coderstrust.com

2.Md. Kamruzzaman

Managing Director
MK Properties.
Mobile-01778210094
Mail-mktowerbd@gmail.com

03. Engr. S M Nazmul

Project Manager
Bhairab Bridge Project, Khulna,
Wahid Construction Ltd.
Mobile: 017113256190
[Mail- smfazmul99@yahoo.com](mailto:smfazmul99@yahoo.com)

Signature

Md. Zahidul Hoque Yeamin
