



# MD SHAKILUZ ZAMAN

Accounts /Finance

## Address:

Al Nakheel Road , Deira, Dubai

## Phone:

+971563341752

Nationality : Bangladeshi by birth

## Email:

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## Summary

I want to improve my knowledge and build new skills by working in a organization and Seeking a position as a Accountant at any organization where I can proper utilized my all talent, and i am keen to find a new, suitably challenging role within a market-leading organization. And my personal dream is to work in UAE, because I want to know every think about UAE because I know in UAE work is not so easy and I love to take that opportunity and I just on daily basis work with my dream to complete it by my knowledge and my skills .

## Skill Highlights

- Cash handling
- Customer service
- Computer knowledge
- Complex problem solver
- Basic accounting
- Strong decision maker

## Experience

**Accounts Executive, (Data entry Department) – August 2022 to Present**

**Stargold Group of Company, Dubai, UAE**

### Key Responsibilities

- Local supplier Invoice entry
- Daily Sales Invoice entry
- Daily Expense voucher entry
- Update & maintain the Fixed asset register
- Post adjusting journal entries as needed

**Bank Teller – April 2019 to July 2022**

**Dutch Bangla Bank Limited, (Bangladesh)**

### Key Responsibilities

- Processing customer deposits, withdrawals, and payments
- Controlling and monitoring the levels of cash in the teller drawer and following all check cashing and cash handling procedures.
- Accurately receiving, counting and distributing cash.
- Opening new customer accounts.

## Education

**MBA: Master's of Business Administration: 2017**

**National University, Dhaka, Bangladesh**

## Languages

- Bengali
- Hindi
- English

## Computer skills

Microsoft Office & Tools: MS word, MS Excel, MS Operating System

Duration: 3 years above