



MD RUMAN BHUYAN

Date of birth: 15/12/1989

Nationality: Bangladeshi

Gender: Male

CONTRACT

Dubai, United Arab Emirates

✉ mrumanbhuyan@gmail.com

☎ (+971) 568250672

ABOUT ME

A highly organized, creative, and accomplished Accounting professional with extensive knowledge in management, accounting, finance, research, and marketing, with negotiation skills, adaptability, and experience working across sales departments and external clients

LANGUAGE SKILLS

- ✓ Bangla
- ✓ English
- ✓ Hindi
- ✓ Bahasa Malaya

PROFESSIONAL SKILLS

Microsoft Office word, excel, PowerPoint, Accounting software [SQL, Tally, Store Hub], Adobe Photoshop, Good product knowledge, Ecommerce, digital marketing, Good handle of POS & cashier, Self-motivated, Good Communication Skill

ACTIVITIES

Sports, Hiking, Cycling, Traveling

WORK EXPERIENCE

01/01/2019 – 31/12/2022

Executive Accountant, Ice Dream Group, Kuala Lumpur

- Creates and analyzes account data to create and record asset, liability, revenue, and expense entries.
- Prepare a trial balance, and reconciles entries to maintain the general ledger
- Prepares a balance sheet, a profit and loss statement, and other statements to summarize the financial situation.
- Review and finalize payroll, make estimates for the budget, and attend audit

01/10/2016 – 31/12/2018

Assistant Accountant, Ice Dream Group, Kuala Lumpur

- Working with spreadsheets, journals, sales and purchase ledgers. Cash transaction documentation and filing.
- Confirming that payments, amounts, and records are accurate
- Produce expense reports, identify refund forms, and tally bank payments.
- Prepare payroll, review payroll, send payments
- Look over Balance sheet accuracy, and participate in audits.

01/09/2015 – 30/09/2016

Customer service representative, Maxis Broadband, Kuala Lumpur

- The job involves organizing calls, evaluating customer needs
- Providing accurate information, responding to complaints
- Maintaining customer records, observing communication protocols
- And serving visitors respectfully and to the highest standards

01/10/2013 – 31/03/2014

Accounting internships, Ata Aslam and Company, Dhaka

- Assist with data entry, research, filing,
- Maintaining accurate financial records.
- Create financial reports, collaborate with the accounting team, and
- Take on extra work to gain knowledge of accounting procedure

EDUCATION AND TRAINING

2014-2015

Master of business Administration, Lincoln University, Malaysia

Final grade CGPA 3.33 out of 4

2018-2013

Bachelor of business Study, National University, Bangladesh

Final grade 2nd Class

2006-2008

HSC, HM Institution, Bangladesh

Final grade GPA 4.10 out of 5

2000-2005

SSC, HTAB High School, Bangladesh

Final grade GPA 3.63 out of 5

To the best of my knowledge, I hereby sincerely certify that all the information provided in this paper is accurate.