



MD. RABIUL ISLAM

Accounts Executive

About Me

I would like to be a perfect working hand in your organization by my qualification as getting myself young energetic and guided by honesty. I wish to contribute my knowledge, efficiency, and creativity in strengthening your organization.



August 03, 1998



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mdrabiulislam766@gmail.com



Al Khalidiya, Abu Dhabi, UAE



<https://rb.gy/j4vuu>

Language

- ❖ English
- ❖ Bangla
- ❖ Hindi
- ❖ Urdu

Expertise

- ✓ Customer relationship management
- ✓ Communication
- ✓ Leadership
- ✓ Management
- ✓ Negotiation
- ✓ Problem solving
- ✓ Creativity
- ✓ Teamwork

Experiences

❖ Jan 01, 2022– Oct 13, 2023

Executive • Accounts • Smart Network

Wazirpur, Barisal, Bangladesh

Maintain accurate and up-to-date financial records., Generate and send out invoices to customers for services rendered, manage accounts receivable by tracking customer payments and ensuring timely collections. Prepare financial reports such as profit and loss statements, balance sheets, and cash flow statements.

❖ Dec 09, 2020 – Dec 31, 2021

Executive • Accounts • Horekmal.com

Ashulia, Savar, Dhaka, Bangladesh.

Manage all accounting transactions, prepare budget forecasts, publish financial statements in time, and manage monthly closings, reconcile accounts payable and receivable, ensure timely bank payments, compute taxes, manage balance sheets and profit/loss statements.

❖ Jun 01, 2020 – Nov 30, 2020

Executive • Customer Service • Dutch Bangla Bank Agent Banking

Sultan Market, Kashimpur, Gazipur, Dhaka, Bangladesh.

process payments and withdrawals. set up and maintain customers' accounts. deal with calls, emails, and face-to-face enquiries. promote and sell financial products and services to customers.

Education

- **B.Sc. in Computer Science & Engineering (UAE Govt. Attested)**
Daffodil International University, Dhaka. (2020)
- **Higher Secondary School Certificate**
BEPZA Public College, Dhaka. (2015)
- **Secondary School Certificate**
AERE School & College, Dhaka. (2013)

References

Dr. SM Aminul Haque

Associate Professor & Associate Head

Department of CSE, Daffodil International University

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Md. Anisur Rahman

Managing Director, Smart Network

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