

MD. NAHIDUL ISLAM



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VISA Status: Employment VISA with NOC

VISA expiry date: 24 August 2025

Nationality: BANGLADESHI

Address: Flat No. # 203, Building No. # A-4
AWQAF Sheikh Hamdan Building
Muhaisnah-4, Dubai, UAE

PROFESSIONAL EXPERIENCE:

Administrative Officer- Impressa Consulting FZE, Ajman, United Arab Emirates

August 23, 2022 to Continue.....

- Assist HR or Recruitment for coordinating interviews and job vacancy announcements.
- Attend to phone calls and answer concerns or inquiries.
- Oversee the inventory of office and stationery supplies and ensure to request order when necessary.
- Build and maintain filing systems, both physical and digital.
- Attend to clients, visitors, and colleagues.
- Receive all correspondences, including mails, letters, and deliveries, and ensure to distribute it accordingly.
- Arrange the schedule for the use of meeting or conference rooms.
- Prepare regular reports on expenses and office budgets and presentations with statistical data, as assigned.

AGM (Admin & Accounts) - Bright Powertech Ltd., Dhaka, Bangladesh

June 24, 2014 to August 20, 2022

- ❖ A leading Importer & supplier of world-wide renowned SANYO Brand Elevator, Escalator & Generator in Bangladesh.
 - Maintain overall Administration, HR and Accounting system of the Company.
 - Prepare weekly, monthly, quarterly & yearly financial statement and management report.
 - Taking care of all receivable & payable both **Cash and Bank** from customer and keeping all record to archive.
 - Liaison with banks and handling all banking matters for the facility renewals (Bank Loans, Leasing, LC's Bank Guarantees, etc.)
 - Managing the complete lifecycle of Import Letter of Credit (LC) - Preparation of LC Applications as per PI and PO, following up with Banks for its processing, checking the transmitted copy, managing discrepancies, Retirement of documents, checking the documents on arrival for its compliance, settlement value, charges and accounting.
 - Liaison with Shipping Line and Clearing & Forwarding companies for smooth shipment and release goods from port.
 - Address all Tax and VAT related issues of the companies in time.
 - Assist in conducting Company's Internal & External Audit.
 - **Joined as an Assistant Manager (Accounts & Finance) in June 24, 2014 and company promoted me to Assistant General Manager in July 01, 2021.**

Manager-Audit - S. N. Pharmaceuticals Limited, Dhaka, Bangladesh

May 02, 2012 to June 19, 2014

- ❖ A leading Pharmaceutical Company in Bangladesh.
 - Check all transaction of the company with its supporting documents.
 - Check all kinds of Head Office, Factory and Depot accounting vouchers.
 - Conduct physical verification of assets and stock of the organization.
 - Verify Factory store, Central depot Store and National wide depot store.
 - Assist in conducting company's external Audit.

Senior Executive-Audit - Union Development & Technologies Ltd., Dhaka, Bangladesh

August 07, 2011 - April 30, 2012

- ❖ A leading real estate company in Bangladesh
 - Check all transaction of the company with its supporting documents.
 - Check bill before payment required by the management.
 - Assist in conducting company's external Audit.
 - Carry out any related work as and when required by the management for the performance of internal audit to maximize the benefit of the organization.

Chief Accountant - ENDEAVOUR (Ensure Development Activities for Vulnerable Under Privileged Rural People), Dhaka, Bangladesh

July 05, 2007 - August 06, 2011

- ❖ A leading NGO and Partner organization of PKSF, ASA, BASUG the Netherlands etc. in Bangladesh
 - Preparation and submission of weekly, monthly and yearly accounts and related financial reports to management.
 - Preparation of full set of accounts i.e. Balance Sheet., Income Statement, Cash-flow Statement, Receipts & Payments Account, Trial Balance etc.
 - Prepare organization's Budget and financial planning.
 - Review data regarding materials assets, net worth, liabilities, capital stock, surplus, income and expenditures.

EDUCATION & PROFESSIONAL DEVELOPMENT:

- ❖ **Chartered Accountancy (C.A) Course:** Completed from A. Rashid & Co. under the Institute Of Chartered Accountants Of Bangladesh (ICAB). *January 2004 - June 2007*
 - During the course period I have finalized the audit of a good number of Sector Corporation, NGOs, Private Ltd. Companies, Insurance Company, Govt. Institutions, and Educational Institutions.
- ❖ **Bachelor of Arts (2nd Class), National University, Bangladesh** *2001, Session 1998 -1999*
 - During the course compulsory subject was Bengali & English and elective subject was History, Philosophy & Political Science.

OTHERS COURSES:

- ❖ 04 Days training course of "Basic Book Keeping and Accounting Management for MFIs."
- ❖ 04 Days training course of "Accounts & Financial Management".

SKILLS:

- ❖ **Computer:**
 - Capable work in any kind Windows environment
 - Microsoft Office (Word, Excel, PowerPoint etc.)
 - Graphic Design and Multimedia
 - Accounting software e. g., QuickBooks (Certified QuickBooks ProAdvisor online), Xero (Advisor & Payroll certified), Trello
- ❖ **Languages:**
 - **Bengali-** Native
 - **English-** Professional Working Proficiency