



K M Tanvir Islam Shuvo

About Me

Results-driven and accomplished professional with a wealth of experience in the construction and corporate sectors, seeking a challenging role as a Managing Director to leverage my strategic leadership, financial acumen, and operational expertise. Adept at steering organizations towards sustainable growth and profitability, my background includes successful tenures as Managing Director at JK Construction in Bangladesh and as an Accounts Executive at Pods & Petals' Giftlab in Malaysia. Possessing a Bachelor's degree in Business Administration with a focus on Business Management, complemented by ongoing enrollment in the ACCA program, I am committed to driving business success through effective financial management and operational excellence. Eager to contribute my skills and leadership capabilities to a dynamic organization poised for expansion and innovation.

Experience

Managing Director

JK Construction, Sirajganj, Bangladesh
January 2019 - September 2023

Responsibilities:

- Oversaw financial operations, preparing statements, budgets, and managing VAT returns.
- Played a pivotal role in monthly and year-end account finalization and decision-making.
- Managed full accounting sets, procurement, and facilitated new contract execution.
- Ensured efficient day-to-day operations, optimizing staff and business functions.
- Utilized Auto Count accounting software for streamlined financial management.
- Fostered collaboration on cross-functional accounting projects.
- Conducted accurate account reconciliations, ensuring compliance with financial regulations
- Verified and corrected financial statements, ledgers, and accounts for precision.
- Prepared profit and loss accounts, VAT returns, and yearly budgets.
- Actively participated in meetings, took minutes, and handled additional administrative duties.

Accounts Executive / Office Admin cum Accounts Executive
Pods & Petals' Giftlab, Petaling Jaya, Malaysia
February 2017 - November 2018

Responsibilities:

- Managed financial records and maintained comprehensive management information.
- Oversaw cost and finance functions for optimal financial efficiency.
- Applied expertise in Accountant in Business (F1), Management Accounting (F2), and Financial Accounting (F3).
- Contributed to retail operations and actively participated in the overall financial decision-making process.

Contact

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Amerah - Ajman - United Arab Emirates

Education

Bachelor in Business Administration (BBA)

Business Management
Royal University of Dhaka
Year of Graduation: 2018
CGPA: 3.56

ACCA Programme

Association of Chartered Certified
Accountants (ACCA)
Foundation and Fundamental Level
Bangladesh
Year of Completion: 2018

Diploma in Business

BTEC, Bangladesh
Year of Completion: 2014

Advancing Level (IAL) / A Level

Edexcel, Bangladesh
Year of Completion: 2015
Subjects: Accounting (D)

IGCSE (O level)

Edexcel, Bangladesh
Year of Completion: 2011

■ Language Proficiency

- Bengali
 - Hindi
 - English
- IELTS
British Council, Malaysia
Year of Completion: 2018
Overall Score: 6.0
Listening: 6.5, Reading: 6.0, Writing: 5.5,
Speaking: 6.0
CEFR Level: B2

■ Personal Details

Name: KM Tanvir Islam Shuvo
Father's Name: KM Rashidul Hassan Jewel
Mother's Name: MRS Monowara Parvin
Date of Birth: 18th February 1997
Nationality: Bangladeshi (by birth)
Religion: Islam
Marital Status: Married
National Identity No.: 250 255 7892
Passport No.: A00499101
Present Address: Paradise Lake Tower B6. 9HRG+J49 -
Al Amerah - Ajman - United Arab Emirates
Permanent Address: Bazar Vodroghat, Kamarkanda,
Sirajganj-6700, Bangladesh

■ References

Md. Mahabubur Rahman
Executive Engineer (XEN)
Project Manager, Hatikumrul Interchange SASECII
Roads & Highway Division
Govt. of People's Republic of Bangladesh
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Email: ce@rhd.gov.bd
Web link: <https://www.rhd.gov.bd>

Mr. Jason Ong
Managing Director
Pods & Petals' Giftlab (Shopping & Retail)
Contact: 03-78830233, Hp 012-6915200
Email: sales@gift-lab.com
Wisma Giftlab
27 Jalan PJU 1A/41B, Pusat Dagangan Ara Jaya, Petaling
Jaya, Malaysia 47301
www.giftlab.com.my

Md. Rezaul Karim
Principal
Jewel's Oxford International School & College
Sadar Hospital Road, Sirajganj
Cell phone: 01713-258050

■ Experience Continue

Assistant Accounting Executive

Jewel's Oxford International School & College Sadar, Sirajganj, Bangladesh
January 2013 - February 2015

Responsibilities:

- Assisted in various accounting and financial tasks, ensuring accurate and timely record-keeping.
- Contributed to the financial management of the institution by actively participating in budgeting and financial planning.
- Collaborated with the finance team to support the preparation of financial statements and reports.
- Played a role in accounts payable and accounts receivable activities, facilitating smooth financial operations.

■ Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint Presentation
- Auto Count and SAP Accounting Software
- Internet usage

■ Personal Strengths & Skills

- Report Writing Skills
- Managerial and Management
- Accounting and Bookkeeping
- Automation Proficiency
- Data Management
- Record Keeping
- Mathematical Skills
- Data Analysis
- Error Detection
- Adaptability
- Instruction Handling
- Prioritization
- Decision-Making
- Time Management
- Effective Communication
- Correspondence and Reporting
- Typing Proficiency

■ DISCLAIMER

I hereby that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above- mentioned particulars. I will try my level best to satisfy you as well as organist.

Sincerely,

K M Tanvir Islam Shuvo