

OBJECTIVES

Experienced Account professional with a proven track record in reconciling challenging accounts. Advanced skills and proficiency in Microsoft Excel; strong ability to learn different software fast.

HIGHLIGHTS

- Excellent mathematics and accounting knowledge and skills.
- Experienced proofreading and double-checking to eliminate errors.
- Experienced in all payroll-related administrative tasks.
- Organized professional with experience in multitasking without errors.
- Technological native familiar with all standard accounting software.

EXPERIENCE

CUSTOMER SERVICE MANAGER

GRAMEEN PHONE LTD. | DEPT: CUSTOMER SERVICE
LOCATION: DHAKA, BANGLADESH | DURATION: 2012-2014

OUTLET OPERATION MANAGER

AL-ARAFAH ISLAMI BANK LTD. | DEPT: AGENT BANKING DIVISION
LOCATION: DHAKA, BANGLADESH | DURATION: 2017-2019

OUTLET INCHARGE

ISLAMI BANK BANGLADESH LTD. | DEPT: AGENT BANKING DIVISION
LOCATION: DHAKA, BANGLADESH | DURATION: 2019-2020

EXECUTIVE (ACCOUNTS)

GOOD LUCK MARITIME LTD. | DEPT: ACCOUNTS
LOCATION: AGRABAD, CHATTOGRAM | DURATION: 2021 - PRESENT

Major Responsibility

- Handling accounts payable and receivable.
- Checking invoices.
- Resolving accounts to the general ledger.
- Contacting clients about transactions and invoices.
- Handling queries related to accounts.
- Maintaining financial records of Shipping & Logistics

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)

Govt Commerce College, Chittagong | National University
Major: Accounting | Passing Year: 2017 | CGPA: 2.47/4.00

BACHELOR OF BUSINESS STUDIES (BBS)

Govt. Hazi A B College, Sandwip | National University
Passing Year: 2014 | Result: 2nd Class

ABILITIES

- Proven work experience as an Account Officer.
- Able to work well within a team.
- Proficiency in MS Excel and QuickBooks.
- Solid analytical skills.
- Detail-oriented.
- Strong interpersonal skills



MD NURUL ISLAM

EXECUTIVE (ACCOUNTS)



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Halishahar, Chattogram
Bangladesh

EXPERTISE

- TEAM WORK
- LEADERSHIP
- COMMUNICATION
- QUICK RESPONSE
- MULTITASKING

DIGITAL SKILL

- MS EXCEL
- MS WORD
- CRM & ERP SOFTWARE
- EMAILS
- TYPING
- RESEARCH

PERSONAL INFO

Nationality : Bangladeshi
Date of Birth : 01.10.1993
Marital Status : Married
Passport No: A00776783
Home: Kalapania, Sandwip,
Chittagong, Bangladesh

LANGUAGES

English : Fluent
Hindi: Medium
Bangla: Fluent