

Curriculum Vitae

RAHUL KARMAKER

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Address : Ayal Nasir, Deira, Dubai – UAE

Personal Details

Nationality : Bangladesh
Date of birth : 14/06/1989
Visa status : Visit
Marital Status : Married
Gender : Male

Passport Details

Passport No : A13162271
Expiry Date : 17/10/2033

Education

Master's in Accounting
Result: 1st class

Computer Knowledge

MS Word
MS Excel
MS Power Point
Oracle
Linux

Skills

Team Leader
Hard Working
Innovative

Language

English
Hindi

CAREER OBJECTIVE

A self-motivated, energetic, and hardworking professional with prior experience is looking for opportunity to an organization that prides itself by giving opportunity to the new talents.

WORKING EXPERIENCE

- 04 years of experience as a *Cash-In-Charge* in **Eastern Bank Ltd.**, Kishoreganj, Bangladesh.
- 01 year of experience as a *Sub Branch-In-Charge* in **NRBC Bank Ltd.**, Brahmanbaria, Bangladesh.
- 02 years of experience as a *Senior Officer* in **Agent Banking Division**, at **Dutch Bangla Bank Ltd.** Brahmanbaria, Bangladesh.

DUTIES & RESPONSIBILITIES

- Manage and oversee all cash-related activities, including cash receipts, cash disbursements, and cash flow forecasting.
- Ensure the accurate and timely recording of all cash transactions into the accounting system.
- Reconcile cash registers and cash drawers at the end of each shift, ensuring any discrepancies are identified and resolved.
- Review and verify all daily cash reports, ensuring they align with the company's accounting records.
- Prepare bank deposits and coordinate the transfer of funds to bank accounts.
- Monitor cash levels and forecasts, ensuring adequate liquidity for daily operations.
- Maintain and update cash handling policies and procedures, ensuring compliance with internal controls and regulatory requirements.
- Investigate and resolve any cash-related issues or discrepancies, working closely with internal stakeholders and external parties as necessary.
- Develop and implement cash management strategies to optimize cash flow and minimize financial risks.

DECLARATION

I hereby declare that the above details furnished by me are true to the best of my knowledge and belief.

RAHUL KARMAKER