



MD. MOHASHIN

OBJECTIVE

To work in a dynamic position which will provide me an opportunity to utilize and develop my creativity capability, skill and qualification to face the challenges of 21st century.

CONTACT US

Location: Sharjah, UAE

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PERSONAL INFO

Date of Birth : 01-01-1990
Nationality : Bangladeshi
Marital Status : Married
Passport No : A06141278
Date of Issue : 23-02-2023
Date of Expiry : 22-02-2033
Place of Issue : Dhaka
Visa Status : Employment Visa

Skill

Ms Word, Excel
Outlook, Internet & Email
Light & Motorcycle Driving

LANGUAGES KNOWN

ENGLISH
HINDI
BANGLA

EDUCATION

MBA IN MANAGEMENT
4 Year's Hon's in Management

WORK EXPERIENCE

❖ **Assistant Manager (Branch Manager) (4.3 years)**
(Sep, 2019 - Dec, 2023)
Runner Automobiles Ltd.

1. Responsible for Sales & Credit collection target.
2. Prepared & submit periodic sales and marketing report to Supervisor.
3. Manage & maintain accounting records, general ledger, petty cash & other financial data.
4. Making purchase and sales invoice by using WINSOFT (company software).
5. Support branch sales and provide referrals & reply email from the head office or other department.
6. Analyze competitors strategy & prepare counter strategy reports.
7. Resolve accounting discrepancies & irregularities in timely and ensure accuracy of information.
8. Maintain product stock inventory by winsoft (company software).
9. Prepare monthly financial statement & send to Head office.
10. As a manager my involvement were in all activities of my branch.

❖ **Senior Executive (Accountant) (2.7 years)**
(January, 2017 - August, 2019)
ACI MOTORS (Yamaha Showroom)

1. Entry the all sales & purchase invoice by using DMS (company software).
2. Maintain accounts payable and receivable.
3. Monthly audits all financial statements & documents.
4. Prepare tax returns and BRTA file.
5. Advise on areas that require more efficiencies and cost-saving and provide risk analysis and forecasting.
6. Monthly reconciliation of all transaction.
8. Ensure smooth operation of all finance matters.

❖ **Executive (Customer Care Representative)(1.4 years)**
(August, 2015 - December, 2016)
Banglalink Telecommunication Ltd

1. Received 200-250 calls daily
2. Listen customer issue and manage all problems by using company software.
3. Sold different packages to different clients by calling.

EXPERTISE

- Accounts
- Sales & marketing
- Inventory management
- Vat & Tax
- CRM Software

PERSONAL SKILLS

- ❖ Possesses a desire to understand how business make monet.
- ❖ Very good analytical and mathematical skills related to accounting.
- ❖ Strong financial and management accounting background.
- ❖ Basic understanding of payroll and benefits administration.
- ❖ Ability to prioritize individual workloads according to deadlines.
- ❖ Confident attitude with a proactive approach to work.
- ❖ Good knowledge of CRM software.
- ❖ Ability to manage multiple tasks simultaneously.
- ❖ Up-to-date with all current accounting.