



# Parvej Alam

**Note: Join Immediately**

## ➤ EXPERIENCE

**Total Year of Experience: 6 years+**

### **1. Accountant: (22.07.2024 to Continue)**

Romario Sports Co LLC

Location : Dubai, UAE

Department : Accounts

#### **Duties/Responsibilities:**

- Preparing Invoices, Receipt & Payment Vouchers, Journal Entries
- Preparing Bank Reconciliation Statement, Cash Reconciliation Statement, Accounts Payable and Receivable Statement
- Quarterly VAT Return Filling
- Record All Expenses Manually, Preparing Cheques,
- Preparing Monthly Profit and Loss Accounts

### **2. Business Development Executive: (12.10.2023 to 20.07.2024)**

Skylines Tax Consultancy Company

Location : Sharjah, UAE

Department : Sales

#### **Duties/Responsibilities:**

- Increased revenue by implementing effective sales strategies in sales cycle process from prospecting leads.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Monitored and adjusted pricing based on market trends and customer feedback to meet expectations.
- Negotiated and closed profitable sales contracts with new and existing customers to increase loyalty and retention. -Answered customer questions about products and services, helped locate merchandise, and promoted key items.
- Engaged in friendly conversation with customer to better uncover individual needs.

### **3. Accounts Officer : (25.7.2022 to 30.09.2023)**

Silicon Office Equipment Co. LLC

Company Location : Sharjah, UAE

Department : Accounts

#### **Duties/Responsibilities:**

- Recording Projects All Expenses, Preparing Invoices, Preparing Bank Reconciliation Statement.
- Prepared Accounts Receivable Reconciliation, Preparing Salary & Wages Sheet, Document Preserve & etc


## OBJECTIVE

To engross myself in an organization where I can give my best to pull off the best possible for the organization and my career. I want to be a frontrunner in my arena through hard work, determination, responsibility and creativity.

## CONTACT ME

+971505474992

 [parvejalam387@gmail.com](mailto:parvejalam387@gmail.com)

 Al Majaz-2, Sharjah, UAE

## PERSONAL DETAILS:

Date of Birth: 02.12.1992

Religion : Islam

Nationality: Bangladeshi

Visa Status: Residency (Expiry Date: 11.10.2025)

## SKILLS

- Bookkeeping
- Bank Reconciliation Statement
- Fund Reconciliation Statement
- General Ledger Maintain
- Pay Roll Processing
- Sales
- Multi Linguistic
- Team Player
- MS Office
- Tally ERP

## LANGUAGE

- English
- Hindi
- Bengali

#### **4. Accounts Officer : (06.11.2021 to 07.07.2022)**

Shohagh Group

Company Location : 63 DIT Road Malibagh, Dhaka, Bangladesh.

Department : Accounts

##### **Duties/Responsibilities:**

- Prepared Payment Voucher, Receipt Voucher Journal Voucher & Contra-Entry Voucher
- Adjust Advance payment Voucher, Prepared Party Bill, Office Rent, Prepared Cheque, Maintain Cheque Register Prepared Bank Reconciliation Statement, Handled Supplier
- Prepared Loan Reconciliation Statement, Prepared Salary Sheet, Document Preserve & etc

#### **5. Executive Accounts: (07.07.2018 to 21.09.2021)**

Pristine Crossing Point Limited

Company Location: Baridhara DOHS, Dhaka, Bangladesh.

Department : Accounts

##### **Duties/Responsibilities:**

- Petty Cash, Prepared Debit, Credit and Journal Voucher, Cash Book Prepared
- Ledger Prepared, Monthly Found Flow Chart Prepared,
- Monthly Purchase Statement Prepared, Monthly Stationery Statement Prepared
- Prepared Salary Sheet, Salary Distribution, All Kind Of Bill Received and Payment or Checking, Prepared Cheque
- Prepared Requisition and Checking, Daily Expenses Record, Handle Supplier.
- Monthly Bank Reconciliation Statement, Prepared Bank Book ,Daily Receipt & Payment Statement
- Prepared Yearly Trial Balance, Prepared Closing Stock Report (Every 6 Months)

### **Education**

#### **1. Master of Business Administration (Accounting)**

Habibullah Bahar University, Dhaka Bangladesh

Passing Year-2019

#### **2. Bachelor of Business Administration (Accounting)**

Habibullah Bahar University, Dhaka Bangladesh

Passing Year-2017