



# PARVEJ ALAM

## 7 Years Work Experience

### Accounts (22.07.2024 till date)

#### Accountant

##### Romario Sportswear Co LLC

Dubai, UAE

#### Key Responsibilities:

- Preparing Invoices, Receipt & Payment Vouchers, Journal & GRN Entries.
- Preparing Bank and Cash Reconciliation Statements, Accounts Payable and Receivable Reconciliation Statements.
- Quarterly VAT Return Filling.
- Manual Recording All Expenses, Preparing Cheques,
- Accounts Monthly P&L Report.

### Sales (Oct 2023 to July 2024)

#### Business Development Executive

##### Skylines Tax Consultancy Company

Sharjah, UAE

#### Key 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.

### Accounts (July 2022 to Sept 2023)

#### Project Accountant

##### Silicon Office Equipment Co. LLC

Sharjah, UAE

#### Key Responsibilities:

- Recording Projects All Expenses, Preparing Invoices, Preparing Bank Reconciliation Statement.
- Prepared Accounts Receivable and Payable 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

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Al Majaz-2, Sharjah, UAE

## PERSIONAL 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

## **Accounts** (Nov 2021 to July 2022)

### **Accounts Officer**

Shohagh Group

63 DIT Road Malibagh, Dhaka, Bangladesh.

#### **Key Responsibilities:**

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

## **Accounts** (July 2018 to Nov 2021)

### **Executive (Accounts)**

Pristine Crossing Point Limited

Baridhara DOHS, Dhaka, Bangladesh.

#### **Key Responsibilities:**

- Petty Cash, Prepared Debit, Credit and Journal Voucher, Manually Cash Book and Ledger Book 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's in Business Administration (Accounting)**

Habibullah Bahar University, Dhaka Bangladesh

2019

### **2. Bachelors in Business Administration (Accounting)**

Habibullah Bahar University, Dhaka Bangladesh

2017