



Contact

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Date of Birth: 02 March 1992

Nationality: Bangladeshi

Visa Status: Employment Visa

Education

Master of Business Administration (MBA)
National University of Bangladesh
Passing Year: 2018

Bachelor of Business Administration (BBA)
National University of Bangladesh
Passing Year: 2016

Expertise

- Bank Reconciliation & Reporting
- VAT & Tax Compliance
- AML Screening & GoAML Reporting
- Office Administration & Operations
- Customer Service & Leadership
- Advanced Excel: VLOOKUP, XLOOKUP, Pivot Tables etc.
- Accounting Software: Suntech, Visual Wingold, Wingold Next, Zoho, Tally Prime, QuickBooks, MyAML

Language

English

Hindi/Urdu

Bengali

Md Shopikul Islam

Experienced Accountant cum Administrator with 6 years of professional experience, including 3 years in Dubai. Skilled in financial management, bank reconciliation, VAT & tax compliance, AML screening, office administration, and customer service. Proficient in multiple accounting and office software, with advanced Excel skills. MBA-qualified, highly organized, detail-oriented, and able to manage data entry tasks efficiently with a typing speed of 120 WPM.

Experience

Accountant Cum Administration

Royal Bengal Gold Trading L.L.C | Deira, Dubai, UAE **(2 Years)**

- Managed full accounting cycles including reconciliations, payables, and receivables.
- Filed VAT and corporate taxes; prepared GoAML and regulatory reports.
- Maintained office operations, administrative support, and client service.
- Processed data efficiently with high accuracy using advanced Excel and accounting software.

Accountant Cum Team Leader

Techno Point, CCDDP, Dubai **(1 Year)**

- Led financial management operations, including record-keeping, audits, and reporting, while overseeing a team of accounting professionals
- Led a team of customer service representatives, providing guidance training, and support to ensure high performance.
- Managed customer service operations, including call handling, email communication, and resolution of customer complaints.
- Fostered a positive and collaborative team environment, driving motivation and achieving team targets.

Junior Accountant

Clifton Group, Chittagong, Bangladesh **(3 Years)**

- Assisted in maintaining financial records and preparing reports using Tally ERP9 software.
- Entered financial transactions into the system accurately and in a timely manner.
- Assisted senior accountants in reconciling accounts and resolving discrepancies.
- Generated financial statements and reports as required by management.
- Supported the accounting team in various administrative tasks, such as filing documents and organizing records.

Reference

Mahfuzur Rahman

Manager, Royal Bengal Gold

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