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| **CURRICULUM VITAE OF**    **MUHAMMAD NAZMUL SHAHADAT** | | | | | |
| **MAILING ADDRESS:** | |  |  |  |  |
| Md. Nazmul Shahadat | |  |  |  |  |
| Flat –C/1, House-15, Road-36, | |  |  |  |  |
| Gulshan-2, Dhaka-1212 | |  |  |  |  |
| Cell: 01710306057 |  |  |  |  |  |
| E-mail: Shahadat\_21085@yahoo.com | | |  |  |  |
|  |  |  |  |  |  |
| **Professional Objective:** | |  |  |  |  |
| To build career in Finance and Accounts on well reputed organization, where I would be able to learn, take challenge and responsibility, enrich my life from the interaction of different people and organizational climate and act in line with the company’s goal and strategy. | | | | | |
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| **Academic Qualification:** | |  |  |  |  |
| **Exam. Title** | **Major / Group** | **Institute** | | **Passing year** | **Result** |
| M.Com. | Accounting | Noakhali Govt. College, National university | | 2003 | 2nd class, 4th |
| B.Com.(Hon’s) | Accounting | Noakhali Govt. College, National university | | 2002 | 1st class |
| H.S.C | Science | Noakhali Govt. College, Comilla Board | | 1999 | 2nd division |
| S.S.C | Science | Ataturk model high school, Comilla Board | | 1997 | 1st division |
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| **Professional Qualification:** | |  |  |  |  |
| Studying at "The Institute of Cost and Management Accountants of Bangladesh (ICMAB)" in the | | | | | |
| Professional Level-1. | |  |  |  |  |
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| **Employment History:** | |  |  |  |  |
| **1. Accountant (1June, 2008 – Continuing)** | | |  |  |  |
| Gimteks Tekstil Sanayi ve Ticaret Anonim Sirketi | | |  |  |  |
| Bangladesh Liaison office | |  |  |  |  |
| Company location: Flat no. - C/1, House no- 15, Road no:36, Gulshan-02, Dhaka-1212. | | | | | |
| Department: Accounts and Admin. | |  |  |  |  |
| **Duties/Responsibilities:** Handling Cash, Petty Cash, Managing payroll, Preparing Bank reconciliation | | | | | |
| Statement, Monthly Budgeting Activities, Recording to Journal and ledger, Making Monthly Receipts  and Payments Accounts, Final Accounts and reporting it to Head office in Turkey, Quarterly Return | | | | | |
| Submission to Bangladesh Bank, Withholding Tax return submission as per Sec. 75 (A) of IT ordinance,1984 to DCT, Completing Audit Activities, Liaising with Board of Investment, Bangladesh Bank, | | | | | |
| Turkey Embassy, Foreign Ministry and Company's Existing Client, Completing the extension of liaison | | | | | |
| office permission, Work permit Renewal for foreign expatriate and time to time processing 18/A and | | | | | |
| 18/B Permission from Bangladesh Bank as per foreign exchange Regulation Act, 1947. | | | | | |
| **Achievement:** Confident to Work independently. | | | | | |
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| **2. Senior Executive (22 March, 2007 – 30 May,2008)** | | |  |  |  |
| Group 4 Securitas Bangladesh (P) Ltd. | | |  |  |  |
| Company location: Road #7, House #8, Baridhara, Dhaka-1212. | | | |  |  |
| Department: Cash Services. | |  |  |  |  |
| **Duties/Responsibilities:** Handle Cash, Carrying cash to different Banks' ATM location, Taka loading and | | | | | |
| unloading to Company’s Clients' Automated Teller Machine (ATM), First line maintenance of Automated | | | | | |
| teller machine (ATM) and Easy pay Machine (EPM) of company's Client and Report to Operational | | | | | |
| Manager. |  |  |  |  |  |
| **Achievement:** To take pressure in the difficult scenarios. | | | |  |  |
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| **Language Proficiency:** | |  |  |  |  |
| 1. Bengali : Mother Language | | |  |  |  |
| 2.  *English:* Excellent in writing and speaking. | | |  |  |  |
| **Computer Literacy:** | |  |  |  |  |
| 1.  Microsoft office | | | | | |
| 2.   Internet & E-mail and all basic operations | | | | | |
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| **Training Summary:** | |  |  |  |  |
| **Training Title** | | **Institute** | **Location** | **Duration** | **Year** |
| Standard training on VAT | | BDJobs Training | Karwan Bazar, Dhaka | 30 hours | 2012 |
| Training on SAP (FI Module) | | BDJobs Training | Karwan Bazar, Dhaka | 45 hours | 2012 |
| Export and Import Through L/C | | BDJobs Training | Karwan Bazar, Dhaka | 2 days | 2012 |
| Emotional Intelligence | | BDJobs Training | Karwan Bazar, Dhaka | 1 day | 2012 |
| Advance Financial Modeling and Risk Management using MS Excel | | BDJobs Training | Karwan Bazar, Dhaka | 30 hours | 2012 |
| Professional Analysis and Reporting - Powered by Ms Excel and PowerPoint 2007 | | BDJobs Training | Karwan Bazar, Dhaka | 30 hours | 2011 |
| Management Skill Development for Admin. Professionals | | BDJobs Training | Karwan Bazar, Dhaka | 2 days | 2011 |
| Business Communication | | BDJobs Training | Karwan Bazar, Dhaka | 30 hours | 2011 |
| General English | | British Council | Dhanmondi Dhaka | 36 hours | 2011 |
| Income Tax and VAT | | ICMAB | NilKhet, Dhaka | 6 days | 2011 |
| Changes of Income Tax in Budget, 2011 and Details of Direct Tax Act, 2012 (Proposed) | | BDJobs Training | Karwan Bazar, Dhaka | 1 day | 2011 |
| Office Productivity Training on MS Office | | IDB-BISEW(IT Scholarship Project) | Daffodil Institute of IT, Dhanmondi, Dhaka | 180 hours | 2008 |
| Accounting Software “Tally” | | I.C.M.A.B | NilKhet, Dhaka | 2 months | 2007 |
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| **Personal Details:** | |  |  |  |  |
| **Name** | : Muhammad Nazmul Shahadat | | | | |
| **Father’s name** | : Muhammad Shafi Ullah | | | | |
| **Mother’s name** | : Kamrun Nahar | | | | |
| **Present Address** | : Flat # C/1, House # 15, Road # 36, | | | | |
| Gulshan-2, Dhaka-1212. | | | | |
| **Permanent Address** | : Village - Norshingpur, Post office - Kabirhat, | | | | |
| P.S.-Kabirhat, Noakhali. | | | | |
| **Home District** | : Noakhali |  |  |  |  |
| **Date Of Birth** | : 31/12/1981 |  |  |  |  |
| **Blood Group** | : B+ |  |  |  |  |
| **Marital Status** | : Single |  |  |  |  |
| **Religion** | : Muslim |  |  |  |  |
| **Nationality** | : Bangladeshi (By Birth) | | | | |
| **Interests** | : · Reading books, Playing Cricket, Watching Television | | | | |
| · Internet Browsing | | | | |
| · Travelling historical places | | | | |
| · Team work and Learning New things. | | | | |
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| **Certification:** |  |  |  |  |  |
| I, the undersigned, certify that, to the best my knowledge and belief this CV correctly describes | | | | | |
| my qualification, my experience and me. I understand that my willful misstatement described here in | | | | | |
| may lead to my disqualification or dismissal, if employed. | | | | | |
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| **Reference(s)** |  |  |  |  |  |
| Name | :A.K.M. Alauddin | | : Md.Iftekhar Uddin | | |
| Organization | :Bangladesh Navy | | : Dutch Bangla Bank Ltd. | | |
| Designation | :Deputy Director of | | : First Assistant Vice President | | |
| Naval Engineering | |  | | |
| Address | :BNS Haji Mohsin, | | : Sena Kalyen Bhaban, | | |
| Dhaka-1206. |  | Motijheel, Dhaka-1000. | | |
| Cell | : 01713-332030 | | : 01730-707946 | | |
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| Muhammad Nazmul Shahadat | |  |  |  |  |