



MD. MARUF ABDULLAH

Senior Executive, Accounts & Finance

CAREER OBJECTIVE

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the organization.

AREAS OF EXPERTISE

- General Accounts
- Sales Accounts
- Reconciliation
- Payroll
- ERP Software
- MIS Report
- Costing (Product)
- Voucher Creation & Posting
- VAT & AIT

SKILLS

- MS Excel, MS Word & PowerPoint
- Outlook & e-mail processing
- Expertise in big data analysis

ACHIEVEMENTS

- Got Dhaka Board (HSC) Scholarship
- Champion in innovative business idea & marketing process, AIUB
- Runners-up in unique business planning, AIUB, 2015

CONTACT

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WORK EXPERIENCE

Senior Executive, Accounts & Finance

International Distribution Company Bangladesh (Pvt.) Ltd

- Maintained payroll function (Salary, Bonus, TA/DA)
- Ensured payment procedures, check bill & process for approval
- Assisted in annual and monthly budget preparations
- Prepared journal entries & documentation for all transactions
- Monitored accounts payable and receivable regularly
- Assisted in annual Audit report preparations
- Reconciled Bank and cash advances on a monthly basis
- Inventory movement analysis & auditing
- Sales Analysis, credit control, receivable analysis

Senior Officer, Accounts

Orion Footwear Ltd, Orion Group

- Preparation of monthly, quarterly, and yearly financial statements
- Prepare profitability statement
- Reconciliation of cash and bank at the end of each month
- Payroll processing activities i.e., preparing and recording salary and other allowances, earn leave, overtime, festival bonus, etc.
- Ensuring financial accounting including vouching, posting, and checking all of the transactions
- Ensuring proper deduction of AIT & VAT at source
- Conducting retail collection reconciliation & month-closing
- Monitoring and managing the activities of the outlets
- Maintaining strong liaison with banks and financial institutions

ACADEMIC QUALIFICATIONS

Masters of Business Administration

Graduation year: 2018

Major: Accounting

CGPA: 3.54/4

American International University-Bangladesh

Bachelor of Business Administration

Graduation year: 2016

CGPA: 3.23/4

Major: Accounting & Finance

American International University-Bangladesh

Higher Secondary Certificate

Graduation year: 2012

CGPA: 5/5 (Major: Business Studies)

Dhaka Commerce College

Secondary School Certificate

Graduation year: 2010

CGPA: 4.94/5 (Major: Business Studies)

Faridpur Zilla School