



RAHADUL ISLAM

SR. ACCOUNT'S OFFICER

About Me

Secure a responsible position in account management and serve as an account representative, leveraging my breadth of experience and abilities to contribute to the growth and success of both employees and employers.



+88 01837848052



Reaganmohammed@gmail.com



Flat-501, House-36
Road-9, Sector-04
Uttara, Dhaka-1230

LANGUAGE

- English
- Bangla

EXPERTISE

- Xero
- QuickBooks
- Microsoft Office.
- Microsoft Excel.
- Microsoft PowerPoint
- Taxation
- Vat

EXPERIENCE

Target Group

Dhaka, Bangladesh

May 2016-present

Working as **Sr. Accounts Officer** in **Target Group** (100% Export oriented Garments Factory)

House #18, Road #16, Sector #3, Uttara, Dhaka-1230

Duties: Bookkeeping, Budgeting, preparing monthly & managerial reports, Audit report preparation (Tax), Cash disbursement, Factory salary approval and others.

Kazi Firoz Rashid Securities Ltd.

Dhaka, Bangladesh

April 2011- may 2016

Worked as **Sr. Accounts Officer** in **Kazi Firoz Rashid Securities Ltd.**

Room #408, 9 / F DSE Building, Motijheel C/A, Dhaka-1000

Duties: Cash Handling, Customers counseling, Preparing Monthly Reports. Audit report preparation (TAX), Banking.

EDUCATION

Daffodil International University

Master's of Business Administration

Major in Finance (cgpa-3.67 out of 4.00)

2020-2021

International Business Administration and Information System University (IBAIS)

Bachelor of Business Administration

Major in Finance (cgpa-3.86 out of 4.00)

2013-2017

The Association of Chartered Certified Accountants

Certified Accounting Technician

2009-2011

ACCA

F1,F2,F3,F6 & F7 Completed

2011-2013

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Sector-04 Uttara, Dhaka-1230

EDUCATION

Chittagong Cantonment Public College

Higher Secondary Certificate

Business Studies (cgpa-4.00 out of 5.00)

2007-2008

Rangamati Govt. High School

Secondary School Certificate

Business Studies (cgpa-4.69 out of 5.00)

2005-2006

PERSONAL INFORMATION

Father's name: Abu Talab

Mother's name: Ismat Ara Begum

Permanent Address: RP-53, Fire Service Area, Kathaltoli,
Rangamati-4500

Date of Birth: 07 June 1991

Nationality: Bangladeshi

Religion: Islam

Marital Status: Married

Rahadul Islam