




Jahid Hassan Emon

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 Ajman, UAE

Skills

Realsoft ERP
Tally ERP
Facts ERP
Zoho Books
MS-Office
MS-Excel
MS-Office PowerPoint
Accounting Administration
Accounts Payable
Accounts Receivable
Accounts Reconciliation
Social Networking

Languages

Bengali: Native
English: Full Professional
Hindi: Full Professional
Arabic (Overview): Elementary
French: Intermediate

Hobbies

Photography
Writing
Philosophy
Travel

References

Rahamat Ullah |
Manager - Creative Vision General Trading LLC
shahed.khondaker@gmail.com |
+971528248344

Summary

To walk willingly in an environment that comes through creativity, hard-working, sincerity, honesty, timing and devotion to duty. Counseling and maintaining good relationships with other employees. Supervise and monitor other lower employees.

Work History

Junior Accountant, Creative Vision General Trading
LLC, Ajman, United Arab Emirates 03/2021 - Current

- Prepare Finish Good Receipt, Tax Invoice / Sales Invoice, Tax Credit Note / Sales Return Invoice, Day To Day Transactions Update on Balance Sheet.
- Calculate and evaluate financial data to ensure correctness and completeness.
- Create accounts tables and assign entries to them.
- Deliver internal and external auditing services to companies or individuals.
- Inform management about the establishment's finances.

Internship, Islami Bank
Bangladesh Ltd, Feni, Bangladesh 04/2020 - 12/2020

- Working with Financial Statements, Recording Transactions on Daily Basis.
- Update Journal Entries, Ledger Reconciliation, Financial Analysis.
- Working On Software Proficiency, Teamwork and Professionalism.

Assistant Accountant, Ekota Jubo Unnayan Sangstha (NGO),
Cumilla, Chittagong Division, Bangladesh 01/2019 - 02/2020

- Accounts debit, credit and totals on computer spreadsheets and databases.
- Analyze invoices and order forms, and record data.
- Keep records of inventories.
- Provide personal bookkeeping services.
- Reconcile financial records.
- Compile budget data and documentation based on projected revenues and expenses.

Marketing Officer, Rupsha Food & Beverage Ltd,
Khulna, Khulna Division, Bangladesh 04/2017 - 12/2018

- Organized and participated in promotional activities or trade shows with producers, advertisers or developers to offer goods or services.
- Consult product development professionals on design, color and packaging.
- Compile listings of products and services.
- Include environmental information in product or company marketing efforts.
- Co-ordinate marketing campaigns with advertising and promotion managers.

Receptionist, Moon Hospital Private Ltd.,
Cumilla, Chittagong Division, Bangladesh 08/2015 - 01/2017

- Schedule appointments and update calendars.
- Managed a weekly calendar for Central Office workers.
- Handled separately calls each day using a multi-line telephone system.
- Provided information on the establishment, including divisions, offices, staff and services.
- Receive orders for goods or materials and forward them to the appropriate departments.
- Analyze data to address customer or public questions.

Education

Accounting, Comilla Victoria Govt. College, Cumilla,
Bangladesh 12/2019
Degree: BBA
Gpa: CGPA-3.21 Out Of 4

Business Studies, Comilla Victoria Govt. College, Cumilla,
Bangladesh

06/2015

Degree: Higher Secondary Certificate

Gpa: 4.32 Out Of 5

Business Studies, Feni Govt. Pilot High School, Feni,
Bangladesh

04/2013

Degree: Secondary School Certificate

Gpa: 5 Out Of 5