

Md Abdul Aziz

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Career Summary:

- Working as **Accounts Officer** at **Ibrahim Cardiac Hospital & Research Institute** & have **10 years'** experience in all-around accounts & finance comprised of Budget Preparation & Control, Fund Management, Banking Communication, Accounts Payable & Receivable, Stakeholder Management, Tax, Business Analysis & Strategic Business Planning, & Development in sustainable & scalable way.
- A Growth Centric business leader, with a variable record of successful business startup through rich capability in Accounts & Finance Management, & experienced in managing the business in a sustainable way, have sound knowledge in Tax Rules & operating accounting software achieving the final target.

Career Objective: To Work as an Accounts & Finance Professional & Lead the entire functional activities to achieve the strategic business goal of an organization to assure sustainable growth.

Key Proficiencies:

- Tally, QuickBook, Xero, Wave
- Financial Reports & Statements
- VAT and Tax
- Accounts Payable
- Costing & budgeting
- Product Supply & Demand analysis
- Supplier Relationship Management
- Book-keeping
- Credit Management
- Banking Communication
- Asset management
- Credit control

Job Experience:

Ibrahim Cardiac Hospital & Research Institute

Accounts Officer

Dec'16 to till now

- Completes payments and controls expenses by receiving, processing, verifying & reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts & cost centers by analyzing invoice/expense reports; recording entries.
- Ensures credit is received for outstanding memos & pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Analyse supply and demand periodically & meet them by following regular, important, urgent & bottle neck situation.
- Built a sustainable connection with suppliers for smooth product availability with competitive price.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by microfilming and filing documents.
- Disburses petty cash by recording entry and verifying documentation.
- Reports sales taxes by calculating requirements on paid invoices & CVP analysis.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.
- Posting suppliers' bills into software & ensure payments are made within time as schedules.
- Ensure All suppliers' & Doctors' VAT, TAX & AIT are properly deducted
- Monitor All bank's Cheques are properly handled & signed by the signatory.
- Prepare monthly supplier's credit schedule to assist prepare payment budget.
- Assist to prepare Monthly & Yearly budgets, Income statement & Financial Statement.
- Follow up all VAT & TAX Challan & Returns are submitted to Govt. revenue account.

C.P. Bangladesh Co., Ltd

Senior Accounts Officer

Accounts Officer

June '15 to May'16

Apr'13 to June '15

- Control the customer credit limit & ensure customer balance is up to date.
- Approve the purchases orders, prepare credit note & debit note for customers
- Prepare weekly & monthly Aging report, monthly & yearly discount report, sales report, monthly combined aging report, monthly Out Standing balance report & Customer due & recovery report
- Open customer money receipt & posting in software & conducting Customer audit
- Receive customers cash & maintain cash, Bank reconciliation & Check bills & make payment voucher
- Make Journal voucher, Check Monthly Expenses report & maintain all Vouchers
- Prepare VAT & TAX Challan, VAT Return & submit to VAT office

Crystal Sales & Distribution Ltd.

Officer

Jul'12 to Oct'13

- Daily expenses & income posting in excel, prepare vouchers, ledger & subsidiary ledger & Receive cash

Professional Qualification:

- Cost & Management Accountant (CMA), Icmab-600 Marks from Institute of Cost and Management Accountants of Bangladesh (ICMAB)

Academic Qualification:

- MBA in Accounting & Information System from Jagannath University with CGPA 3.14 out of 4 in 2010.
- BSS in Accounting & Information System from Jagannath University with 2nd Class in 2009.

Workshop/Training:

- 4 Days Training on "Dashboard Reporting in Power BI" organized by The Institute of Cost and Management Accountants of Bangladesh (ICMAB) on 2022.
- 7 Days Training on "International Accounting & Financial Reporting Standards (IAS-27,28,33 & IFRS-3)" organized by The Institute of Cost and Management Accountants of Bangladesh (ICMAB) on 2022.
- 6 Days Training on "Value Added Tax (VAT)-Management & Accounting", organized by The Institute of Cost and Management Accountants of Bangladesh (ICMAB) on 2022.
- "Village-based Basic Arms DDP training" (10 days), by Bangladesh Ansar & Village Defense Forces.
- 03 months Computer Certificate Course, organized by Bangladesh Technical Education Board on 2013.
- 06 months Training on "Program in Basic Operation of Tally & Factura" by Jagannath University on '08
- 02 Days Training on "Leadership, Communication, Human Rights & HIV/AIDS", by CDL on 2006.

Extra-Curricular Activities:

- Working in Panjeree Publication as a part time writer for 1.5 Years at accounting dept.
- Working with Union Information & Service Center (azi project by Bangladesh govt.) for two years.

CSR Activities: Lifelong Silver Donor of Quantum Voluntary Blood Donation Program**Computer Skill:** MS Word, MS Excel, MS Power Point, MS Power BI, SPSS, Data Base, web application**Language:** Fluent in Bangla, Hindi & English****Reference is available upon request****Signature:****Date: 01.08.2023**