


Mohammed Shifur


Date of birth: 25/01/1992

Nationality: Bangladeshi


CONTACT

 Gala industrial area, Muscat.
112 Muscat, Oman (**Home**)

 srsshife@gmail.com

 (+968) 95131915

 Almonadigital.com

 <https://www.linkedin.com/in/shifur-rahaman-sumon-832a092a6>

 +96895131915 (**WhatsApp**)

ABOUT ME

I am a highly motivated 2:1 Commerce graduate from Southern University, looking to secure a graduate position that enables me to use and develop my analytical, attention to detail and communication skills. I have gained relevant experience in both Finance and Accounting, which allowed me to build on my problem solving, concentration and team working skills. My career goal is to assume a role that enables me to analyse.

WORK EXPERIENCE

03/05/2024 - CURRENT Muscat, Oman

Accounting office manager AIT GROUP

My current duties include preparing financial statements, analyzing financial data, verifying accuracy of financial documents, and providing timely financial information to management. Additionally, I have a strong background in developing and implementing new procedures and processes for improved accuracy and efficiency.

I am highly organized and detail-oriented, and I am comfortable working in a fast-paced environment. My skills include:

Strong knowledge of accounting principles

Proficient in accounting software, including QuickBooks and Microsoft Office Suite

Excellent numerical and analytical skills

Ability to work independently and in a team environment

Ability to meet tight deadlines and manage multiple tasks

Ability to work effectively under pressure

Website aitgroupgulf.com

01/11/2023 - 30/04/2024 Mubaila, Muscat., Oman

Accounting assistant Sohar Tech Park

- -Handle monthly, quarterly and annual closings.
- Ensure timely bank payments
- Manage balance sheets and profit/loss statements.
- Manage purchase and sales and inventory.
- Income statement.
- Manage all accounting transactions.
- Reconcile accounts payable and receivable

Using Excel and QuickBook system.

Website stpoman.com

01/05/2020 - 30/06/2023 Chittagong, Bangladesh

Accounting assistant GN Fashion LTD

Records business transactions on behalf of a company or organization, reports on company performance to management, and issues financial statements.

Mainly responsible purchase and sales Entry.
Using Microsoft Office. and Tally

01/03/2017 - 31/10/2019 Dhaka, Bangladesh

Photographer and Editor PEL Studio

- Product and Model Photography
- Photo Retouch and Editing.
- using Adobe Photoshop, Illustrator, CorelDraw.

EDUCATION AND TRAINING

03/2009 – 05/2011 chottogram, Bangladesh

Higher Secondary School certificate Chittagong collegiate school

15/07/2011 – 10/10/2015 chottogram, Bangladesh

BBA (Finance) Southern University

LANGUAGE SKILLS

Other language(s):

English

Listening B1

Spoken production A2

Reading A2

Spoken interaction A2

Writing A1

Hindi

Listening A1

Reading C2

Spoken interaction A1

Writing C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Computer literacy(Microsoft Word,Excel,Office,Powerpoint,Outlook,Adobe Photoshop) | Basic knowledge in Design and photo/video editing. | Digital Skills: Digital Marketing | Excellent command of Navision accounting software | Finance Executive

DRIVING LICENCE

Driving Licence: B1

Driving Licence: B

Driving Licence: BE