



Md Alimuzzaman

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WORK EXPERIENCE

01/01/2022 – CURRENT Gazipur, Bangladesh

ASSISTANT MANAGER (ACCOUNTS) QUATTRO FASHION LTD.

- Serve as the lead point of contact for all customer account management matters
- Build and maintain strong, long-lasting client relationships
- Negotiate contracts and close agreements to maximize profits
- Ensure the timely and successful delivery of our solutions according to customer needs and objectives
- Develop new business with existing clients and/or identify areas of improvement to meet sales quotas
- Forecast and track key account metrics (e.g. quarterly sales results and annual forecasts)
- Prepare reports on account status
- Collaborate with sales team to identify and grow opportunities within territory
- Assist with challenging client requests or issue escalations as needed
- Cost control via strong budget
- Follow up cash flow and bank activities
- Bank Reconciliation
- Check cashbook
- Check AR&AP
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01/01/2020 – 31/12/2021

ASSISTANT MANAGER (ACCOUNTS) MHC APPARELS PVT. LTD.

- Check daily cash activities
- Check daily bank activities
- Cost controlling
- Make daily, weekly, monthly and yearly statement
- Bank reconciliation
- Making strong relationship with supplier and customer.
- Push production and sales team to increase activities

01/01/2016 – 31/12/2019 Gazipur, Bangladesh

SR. EXECUTIVE (ACCOUNTS) HALIM GROUP

- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
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- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice on [Management Accountant](#)
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls

01/01/2013 – 31/12/2015 Gazipur, Bangladesh

EXECUTIVE OFFICER (ACCOUNTS) MADINA GROUP

- Maintaining financial records.
- Handling accounts payable and receivable.
- Checking invoices.
- Resolving accounts to the general ledger.
- Contacting clients about transactions and invoices.
- Handling queries related to accounts.

● **EDUCATION AND TRAINING**

01/01/2009 – 31/12/2009 Gazipur, Bangladesh

MASTER OF BUSINESS STUDIES National University of Bangladesh

Website <https://www.nu.ac.bd> | **Field of study** Management

01/01/2005 – 31/12/2008 Gazipur, Bangladesh

BACHELOR OF BUSINESS ADMINISTRATION National University of Bangladesh

Website <https://www.nu.ac.bd>

01/01/2003 – 31/12/2004 Gazipur, Bangladesh

HIGHER SECONDARY CERTIFICATE Sreepur College

Website <http://www.educationboard.gov.bd>

01/01/2001 – 31/12/2002 Gazipur, Bangladesh

SECONDARY SCHOOL CERTIFICATE Satkhamair High School

Website <http://www.educationboard.gov.bd>

● **LANGUAGE SKILLS**

Mother tongue(s): **BENGALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	C1	B1	B1	B1

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