



MD. SAZZAK HOSSAIN

Objective

To serve such an organization where I can devote my full effort to achieve the goal of the company. Where take the job with the great responsibility, enjoy the challenge of new situation and except to make a positive contribute.

Work Experience

I am highly –

- Capable of working under pressure and in challenging atmosphere.
- Self motivated individual with strong drive to achieve target goals.
- Well disciplined and organized, punctual, presentable, energetic and enthusiastic with excellent Accounting skill.

- **1. Name of Organization: Silva Pharmaceuticals Limited**
- Position: Senior Officer (Finance & Accounting)
- Duration of Time: 2010 to 2022
- Job Area: Dhaka Corporate

- **Name of Organization: Silva Pharmaceuticals Limited**
- Position: Distribution In-charge (DIC)
- Duration of Time: 2 years
- Job Area: Mymensingh DMO

- **Name of Organization: Silva Pharmaceuticals Limited**
- Position: Accounts Officer
- Duration of Time: 2 years
- Job Area: Bogura DMO

Education

- **Royal University of Dhaka (RU) 2009**
M.COM, Accounting
3.55 (on a scale of 4)
- **Gov.Azizul Haque College, Bogura (NU) 2006**
Honors, Accounting
Pass
- **Kahaloo Degree college 2002**
H.S.C in Business Studies
2nd Division
- **Kahaloo High School 2000**
S.S.C in Business Studies
2nd Division

Contact



Phone

+880-1715652315,01682912407



Email

Sazzakbd@gmail.com



Present Address

107/1, North Manikdi, Dhaka
Cantonment, Dhaka, 1206

Language

Bangla



English



Expertise

- All Provision JV Prepared
- Depot Stock & Inventory
- Depot Bill voucher Approved
- Petty Cash Handling
- Cash in Hand To Bank Deposit
- Depot Bill voucher Approved

SKILL

- Have skills for Conducting Accounts.
- Knowledge Accounting & Distribution
- Language: Expert in writing and speaking English.
- Strong communication skill
- Strong Interpersonal communication skill
- Computer: MS Office-2016, Excel, Adobe Photoshop, Power point

INTEREST

- Traveling.
- Watch Action Movies
- Internet Browsing.

REFERENCES

Name: Molla Nazrul Islam
Post: Police Superintend (SP) CID
Address: Ragar bagh Dhaka.
Phone: 01716-593116.
House: 02-833118.
Relation : Uncle

Name: Md. Ekramul Haque
Bright Future Holding LTD.
Shareholder
Freedom Fighter Commander
Dhaka Cantonment Dhaka
Administrative Officer (AO)
Bangladesh Air force
Phone: 01721-836091
Relation : Father-in Law

Job Responsibilities:

- All Provision JV Prepared
- Salary Test turn & Process, Monthly TAX, PF, Sales & Closing Stock, All Ledger Reconciliation, Dr. Honorarium Cheque Preparation, Bonus, Settlement File , Tour Bill Check, Field fours Expenses. Others,
- Distribution Administration
- Depot Stock & Inventory
- Depot Bill voucher Approved
- Distribute Insure
- Petty Cash Handling
- Main cash Handling
- Cash in Hand To Bank Deposit
- All JV Prepared

PERSONAL INFO

- Father Name : Md. Fazlar Rahman
- Mother Name : Anguara Begum
- *Date Of Birth : 22 November 1982*
- Permanent Add. : Vill: Aghorshal, P.O:Kahaloo,PS:Kahaloo,Bogura.
- Marital Status : Married.
- Religion : Islam
- Height : 5 feet 4 inches.
- Blood Group: B+
- Nationality : Bangladeshi.

I acknowledge that the above information is true and correct to the best of my knowledge.

Sincerely,

Md. Sazzak Hossain