

চালান ফরম

১ম (মূল) কপি	২য় কপি	৩য় কপি
--------------	---------	---------

টি, আর ফরম নং ৬ (এস, আর ৩৭ দ্রষ্টব্য) তারিখ ০৬.০৫.২০২০

ব্যাংক/সোনালী ব্যাংক লিমিটেডের ... জেলা ... ইব্রাহিমপুর শাখা, ঢাকা

কোড নং ২ ৫ ৩ ৩ ৩ ০ ১ ০ ০ ০ ২ ০ ৩ ৩

যাহার মারফত প্রদত্ত হইল তাহার নাম ও ঠিকানা।	যে ব্যক্তির/প্রতিষ্ঠানের পক্ষ হইতে টাকা প্রদত্ত হইল তাহার নাম, পদবী ও ঠিকানা।	কি বাবদ জমা দেওয়া হইল তাহার বিবরণ।	মুদ্রা ও নোটের বিবরণ/ ড্রাফট, পে-অর্ডার ও চেকের বিবরণ।	টাকার অংক		বিভাগের নাম এবং চালানের পৃষ্ঠাংকনকারী কর্মকর্তার নাম, পদবী ও দপ্তর।*
				টাকা	পয়সা	
নিচ	আঃ মঈয়ূর আব্দুল মোহেবুজ্জামান আব্দুল হকিম আব্দুল হকিম আব্দুল হকিম আব্দুল হকিম আব্দুল হকিম আব্দুল হকিম	চাকুরি পরিচয় বিবরণ	মোট টাকা	২০০৮		আব্দুল হকিম চালক, কুমিল্লা শাখা
টাকা (কথায়) <u>দুইশত টিশর মাত্র</u>						
টাকা পাওয়া গেল						
তারিখ ০৬.০৫.২০						

সোনালী ব্যাংক লিমিটেড
সরকারি ব্যাংক
০৬ MAY ২০২০
ইব্রাহিমপুর শাখা, ঢাকা

১। সংশ্লিষ্ট দপ্তরের সহিত যোগাযোগ করিয়া সঠিক কোড নম্বর জানিয়া লইবেন।
২। * যে সকল ক্ষেত্রে কর্মকর্তা কর্তৃক পৃষ্ঠাংকন প্রয়োজন, সে সকল ক্ষেত্রে প্রয়োজ্য হইবে।

পত্রাংশ-৬০০০ প্যাড/০১/২০২০

Md. Mahfuzur Rahman
Senior Officer Cash & Joint Custodian
Sonali Bank Ltd.
Ibrahimpur Branch, Dhaka

MD. SAIFUR RAHMAN

Address:Vashantech, BRP 3, Dhaka cant. Dhaka-1206,

Mobile No 1: 01537515288

Mobile No 2:01738686503

e-mail: srrahman1206@gmail.com**Career Objective:**

Aspiring for a challenging and growth oriented career in an esteemed organization wherein I will prove to the best of my ability in achieving the objective of the organization.

Career Summary:

Have working knowledge on Microsoft Word, Excel, Power point, Windows 98, XP & vista, Tally software and good command at internet and able to operate different type of software. I am Expert Graphics Designer by Photoshop and Illustrator Software. I am good at English proficiency. I think, I have got carried enough accounting knowledge which help me to solve different types of professional problems.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass. Year	Duration	Achievement
Master of Business Studies (MBS)	Accounting	National University	Second Class, Marks :58%	2013	1	Good
B.B.S Honors	Accounting	National University	Second Class, Marks :52%	2012	4	Good
HSC	Business Studies	Sonahat College, Bhurungamari	CGPA:3.9 out of 5	2008	2	Good
SSC	Business Studies	Sonahat High School	CGPA:3.19 out of 5	2006	2	Good

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Basic Computer Course	MS Office, Internet, E-mail Etc.	IT & Computer Proshikhan Academy, Nageswari, Kurigram	Bangladesh	Nageswari, Kurigram	2008	6 Months
Certificates Course On Practical Accounting With	Prepare Cash book to General Ledger & Trail Balance Adjustment Journal Bank Reconciliation Statement	Income Tax & Vat Law Firm	Bangladesh	Nijum Vila, House: 64/j/9, R K Mission	2021	5 Day's

Personal Tax Returns	Prepare Cash Flow Statement Depreciation charge of Assets. Accounting Rules Norms and Requirements Draft Guideline on Preparation of voucher Procurement procedure Prepare to Financial position (Profit and loss account, Statement Of Changes In Shareholders' Equity, Statement Of Financial Position, Notes To The Financial Statements) Audit report analysis Auditor Findings & Recommendation TDS & VDS			Road, Dhaka		
----------------------	--	--	--	-------------	--	--

Career and Application Information:

Looking For : Mid-Level Job.
 Available For : Full Time.
 Preferred Job Category : Bank/Non-Bank Fin. Institution.
 Preferred District : Anywhere in Bangladesh

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Accounts and Finance

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Special Qualification:

Relationship Building, Customer Manager Etc.

Total Year of Experience: 8 Year(s) 01 Month 16 days.

1. Office Assistant Cum Accountant. (January 6, 2019 – December 20, 2020)

Toll Free Help Line For Women and Children in SAARC Member State (Bangladesh) project, Ministry of Women and Children Affairs, Department: Women Affairs. 37/3 Eskaton Garden Road, Dhaka-1000.

Duties/Responsibilities:

1. To co-operate with the senior accounting officer in handling all matters relating to finance.

2. Prepare monthly, quarterly annual financial reports.
3. Assist the Accounts Officer in verifying the financial balance of the bill vouchers received from the various offices of the establishment.
4. To send the salary allowance withdrawn from the AGB office to everyone's bank.
5. Assist the Accounting Officer in handling financial transactions and bank matters.
6. To co-operate in the financial affairs of the organization.
7. Save Petty Cashbook.
8. Other duties as directed by the higher authority.
9. To co-operate with the senior accounting officer in conducting the audit activities.
10. Ensure proper maintenance of all accounts.
11. Coordinate expenses with monthly bank reconciliation .
12. Ensuring that bill vouchers are made accurately.

2. Accountant (February 1, 2015 - June 3, 2018)

Sumtech IT Institute

Company Location: 72 Mohakhali, Wirless Gate, Mohakhali, Dhaka-1212

Department: Department of IT.

Duties/Responsibilities:

1. To co-operate with the senior accounting officer in handling all matters relating to finance.
2. Prepare monthly, quarterly annual financial reports.
3. Assist the Accounts Officer in verifying the financial balance of the bill vouchers received from the various offices of the establishment.
4. Assist the Accounting Officer in handling financial transactions and bank matters.
5. To co-operate in the financial affairs of the organization.
6. Save Petty Cashbook.
7. Other duties as directed by the higher authority.
8. To co-operate with the senior accounting officer in conducting the audit activities.
9. Ensure proper maintenance of all accounts.
10. Ensuring that bill vouchers are made accurately.

3. Field Officer (January 1, 2012 - December 31, 2014)

Sandhan, Non- Government Organization.

Company Location: Khalilgonj Bazar, Kurigram-5600, Bangladesh.

Department: V.G.D Card and Maternity allowance Department

Duties/Responsibilities:

1. Distribution of maternity allowance.
2. V. G. D card distribution.
3. Submission of report to the Executive Director.
4. Finding out the poor people.

Computer skills:

- Operating systems- Windows 9x, Windows 2000, Windows XP
- Handel the customize systematic software like accounting, MIS & HR
- Microsoft Word, Microsoft Excel, Power point.

Personal Details:

Father's Name : MD. MESER ALI
 Mother's Name : MOST. DHANFUL BEGUM
 Date of Birth : January 11, 1989
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National ID No. : 4910628437999

Religion : Islam
Permanent Address : OliBari,Sonbandha Khalisha Kuri,Baldia, Bhurungamari, Kurigram.
Current Location : Dhaka.

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: RokelaKhatun	Md. AsrafAlom
Organization	: Dutch Bangla Bank.	Dhaka Cantonment.
Designation	: Junior Officer.	Office Assistant.
Address	: 315/B,3rd Floor, Shahid Tajudd in Sarani PS, Dhaka-1208.	Vashantech, BRP 3, Dhaka Cant.120 6, Mirpur TSO, Mirpur, Dhaka- 120 6.
Phone (Off.)	: 01758227424	01301376954
Phone (Res.)	:	

Signature


Md.SaifurRahman

Date: 07.04.2021