

Resume of
Mohammed Nasir Uddin
Cell: +973-33249622 (WhatsApp)
E-mail: nasiraiscu@gmail.com



Personal Summary

I am M.B.A graduate in Accounting & Information Systems & Partly qualified in Cost & Management Accountant (CMA) having 6 years of experience in Accounts & Finance with retailing & trading Companies. Currently I am working as a **Senior Accountant** with **Gajria Electronics B.S.C** a sub division of **Jawad Business Group**. Seeking such a position in an organization in the field of Accounts & Finance where extensive experience will be further developed and utilized through the qualitative application of academic and professional qualification, knowledge and experience obtained.

Academic Qualification

Degree	Passing year	Name of Institute	Board/ University	Group\Major	CGPA/GPA
MBA	2011	University of Chittagong	University of Chittagong	Accounting & Information Systems	3.09 (Out of 4.00)
BBA	2010	University of Chittagong.	University of Chittagong	Accounting & Information Systems	3.34 (Out of 4.00)
HSC	2006	Dhaka City College.	Dhaka	Business Studies	5.00 (Out of 5.00)
SSC	2004	Gaiar Bhanga High School.	Comilla	Business Studies	4.88 (Out of 5.00)

Professional Qualification

Degree	Registration year	Name of Institute	Completed Subjects
Cost & Management Accountant (CMA)	July,2016	Under ICMAB in Bangladesh	Operational level running

Areas of Expertise

- Preparation of Financial Statements.
- Monthly Profit & Loss account (MIS) Reporting
- Accounts Receivable & Payable.
- Reconciliations
- Fixed asset
- GL Monitoring.
- VAT
- Internal Control & External audit

Experience –6 years

Jawad Business Group, Manama, Bahrain
(Gajria Electronics Division)

(September, 2014 to Present)

Jawad Business Group is a largest diversified FMCG & Retail business group dealing with most globally well known Fashions, Restaurants, Coffee Shops, Electronics, Supermarkets and Consumer brands around the GCC countries. I am working as **Senior Accountant** with **Gajria Electronics B.S.C** which is a wholesale and retail Trading Company Leading in Major Electronics Brands Such as JVC, Pioneer, Olympus, Nikai, Chigo, Touch mate, Godrej, F&D, Changhong, IFB, Zojirushi)

Major Duties and Responsibilities:

- Accounts in charge and reporting to the Finance Manager.
- Submits the monthly profit & loss account (MIS) report, quarterly financials & other management reports,
- Recording the revenue & expenses and asset & liability entries by compiling and analyzing account information,
- Maintaining the subsidiary accounts
- Handling the accounts receivable & payable sections,
- Processing the local & foreign payments through Check & Electric transfer,
- Reconciling the Bank, customer's & Supplier's accounts.
- Make internal control for achieving the budget goals.
- Providing MIS report by using Tally ERP 9 software
- Handling the VAT & External audit by analyzing and scheduling general ledger accounts; providing information to auditors.

Language Proficiency

- Well-versed in Written and Spoken in English & Bangle (native)
- Hindi (Verbally)

Computer Skills:

- Microsoft Word, Microsoft Excel, Micro soft Power Point and, Outlook.
- Familiar with accounting software such as Tally E.R.P-9, Oracale E.R.P 11i, Focus-6 ,

Personal Qualities:

- Self Motivated, ability to work independently.
- Professional Approach to assigned works.
- Verbal Communication skills
- Ability to work under pressure
- Computer proficient
- Reliable & Innovative

Personal Details:

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|--------------------|---|----------------------------|
| • Father's Name | : | Mohammed Nurul Islam |
| • Mother's Name | : | Anjumanara Begum |
| • Date of Birth | : | 31/01/1988 |
| • Sex | : | Male |
| • Religion | : | Islam |
| • Marital Status | : | Married |
| • Nationality | : | Bangladeshi |
| • Telephone Number | : | +973-34057347 |
| • VISA Status | : | Valid under Sponsored visa |
| • CPR Number | : | 880189185 |

Declaration

I do hereby declare that above mentioned facts are true to the best of my knowledge and belief.



Place : Bahrain
(Nasir Uddin)