

RESUME OF Md. Rajaul Karim

CA-(Course Complete), BBA
Department of Accounting
Bangladesh University of Business & Technology (BUBT)

BIHS General Hospital
125/1, Darus Salam, Mirpur-1, Dhaka-1216.
E-mail: rajaulkarim44@gmail.com
Cell: 01719-705188



Career Objective:

I would like to work in a dynamic and friendly environment where I will be able to work with my professionalism, competencies and all-out effort that I have, to secure a challenging position as well as contribute to the organization's goal remarkably by creating mutual benefits as well.

Professional Qualification:

I have completed 3 (three) years course of Chartered Accountancy under **Mr. Md. Rafiqul Islam Khan FCA** from **M. M. Rahman & Co. Chartered Accountants**, one of the oldest and largest Auditing and Accounting firm of the country.

I have successfully passed **Six Subjects out of Seven Subjects Certificate Level** under the Institute of Chartered Accountants of Bangladesh (ICAB).

Professional Experience:

Current Employee:

Position held : **Deputy Director & Head of the Department (Finance & Accounts)**
Organization : **BIHS General Hospital.** (An Enterprise of Diabetic Association of Bangladesh)
Period : From April 15, 2019 to Continuing.
Address : 125/1, Darus Salam,
Mirpur-1, Dhaka-1216.
Tel: +88-02-8035501-6, 01783-917151.

Duties/Responsibilities:

- Prepare financial statement (Quarterly, Half yearly & Yearly).
- Prepare yearly budget & budget variance analysis (Quarterly, Half yearly & Yearly).
- Prepare provident fund accounts.
- Prepare gratuity fund accounts.
- Prepare report for Board of Advisors.
- Any query report for Diabetic Association of Bangladesh & External Audit.
- Purchase & Hospital development work related report.
- Fund management.
- Supervising & Maintaining the Bank Loan.
- Approved daily Financial Transition.
- Tax & Vat management.
- Any other task assigned by the Management.

Previous Employee:

1. Position held : **Senior Executive (Finance & Accounts)**
Organization : **Fareast Stocks & Bonds Limited.** (A member of Fareast Group)
Period : From March 27, 2016 to October 31, 2018
Address : Eunoos Trade Center, (Level-8)
52-53, Dilkusha, C/A Dhaka-1000.
Tel: +88-02-47116914, 47116736
Fax: +88-02-47116970

Duties/Responsibilities:

- Prepare financial statement (Monthly, Quarterly, Half yearly & Yearly).
- Accounts related query report for DSE, CSE, BSEC & External Audit.
- Maintaining the Bank Loan, Client Received & Payment, General Accounting Functions, monthly basis Bank reconciliation & Client account reconciliation etc.
- Check and verify daily Financial Transition.
- Tax & Vat management.
- Fund Management.
- Migration of Financial Data in Blue-Chip Checking.

2. Position held : **Jr. Officer (Finance & Accounts)**
Organization : **PFI Securities Limited.** (A member of Prime Financial Group)
Period : From October 1, 2013 to March 27, 2016
Address : PFI Tower, (Level-8)
56-57, Dilkusha C/A, Dhaka-1000.
Tel: +88-02-9554164-5, 9552251
Fax: +88-02-9551598

Duties/Responsibilities:

- Prepare financial statement (Monthly, Quarterly, Half yearly & Yearly).
- Accounts related query report for DSE, CSE & BSEC & External Audit.
- Maintaining the Bank Loan, Client Received & Payment, General Accounting Functions, monthly basis Bank reconciliation & Client account reconciliation etc.

Special Qualification:

- Self-motivated and goal oriented Accounting Professional.
- Equally effective as an individual and as a team player.
- Excellent communicator.
- Able to learn/adapt new emerging technologies into work area.

Educational Background:

Name of the Exam.	Group/ Subject	Result	Passing year	Name of Institution	Board/ University
S.S.C	Science	3.31	2003	Comilla Modern High School	Comilla Board
Diploma-in-Business Studies	Accounting	3.64	2005	Comilla Govt. Commercial Institute	Dhaka Board
B.B.A	Accounting	2.65 (4 scale)	2009	Bangladesh University of Business & Technology (BUBT)	

Audit and Professional work experiences:

During my course I had the opportunity to Audit in various organizations as they are:

A. Banking and Financial Institution:

- Uttara Bank Ltd.
- Fareast Finance & Investment Limited.

B: Insurance Company

- Fareast Islami Life Insurance Company Ltd.
- Prime Islami Life Insurance Company Ltd.
- Prime General Insurance Company Ltd.

C: Real Estate Concerns:

- Navana Real Estate Ltd.
- PFI Properties Ltd.

D: Textile Concerns:

- Denim Plus (Bangladesh) Limited.
- BMS Company Limited.

E: Engineering Concerns:

- Aftad Automobiles Ltd.
- Navana CNG Limited.
- Navana Batteries Limited.
- Navana Engineering Limited.
- Navana Welding Electrode Limited.
- Intercontinental Technology Limited.

F: Other Concerns:

- Navana Paint Limited.
- Uttara Club Limited.
- Coastal Development Partnership.
- dto Bangladesh Ltd.
- Thereport24.com
- Dot5 Pvt. Ltd.

Computer & Software Operational Skill

Working knowledge about MS Word, MS Excel, MS PowerPoint, Internet, and Blue-chip software.

Personal Information:

Name : Md. Rajaul karim
Father's name : Md. Abdul Majid
Mother's name : Shamsun Nahar Begum
Present and mailing address : BIHS General Hospital,
125/1, Darus Salam, Mirpur-1, Dhaka-1216.
Permanent address : Baitul Aman, Lane-2, 18(kha)/7(Tha),
1st Muradpur, Cumilla-3500.
Nationality : Bangladeshi (by birth)
Date of birth : December 20, 1987
Place of birth : Cumilla
Religion : Islam (Sunni)
Height : 5'-9"
Blood group : AB (+ve)
Marital status : Married
National ID Number : 372 770 7667

Reference:

Mr. Md. Rafiqul Islam Khan FCA
Senior Partner
M. M. Rahman & Co.
Chartered Accountants
Padma Life Tower(Level-10)
115 Kazi Nazrul Islam Avenue
Bangla Motor Dhaka 1000.
Cell: 01711-521521

Dr. Aftab Uddin Ahmed DIG Rtd.
Director Admin
BIHS General Hospital.
125/1, Darus Salam,
Mirpur-1, Dhaka-1216.
Cell:- 01985423629
E-mail: aftabuddinahmed1958@gmail.com

I stand ready to provide with further information as and when necessary.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the above mentioned information correctly describes my qualification, experience and me.


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(Md. Rajaul Karim)