

MD. ARIF HOSSEN

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Career Objective:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

Career Summary:

Dedicated finance and accounting professional with over 9 years of progressive experience in financial reporting, VAT management, ledger preparation, salary processing, fund management, and ERP operations (Oracle, Tally). Demonstrated expertise in managing cash books, bank reconciliation, inventory accounts, and VAT compliance across leading companies like Partex Star Group and Rahimafrroz (Agora Limited). Skilled in daily financial operations, distributor ledger management, and stock control.

Employment History:

1. Senior Officer, Accounts (0.4 yr)

(1 Jan 2025 - Continuing)

Partex Star Group (Danish)

2. Officer,Accounts (5.2 yrs)

(20 Oct 2019 - 31 Dec 2024)

Partex Star Group (Danish)

Area of Expertise: Accounting Data, ERP, Tally ERP 9

Duties/Responsibilities:

Checking all Vehicles Fuel & Maintenance bills & deduct irrelevant cost from the bills on daily basis. Checking Carrying Contractor all bills & deduct irrelevant cost from the bills. Checking all damage bill & correction irrelevant damage from damage sheet. Communicate with vat & Customs related persons for submit VAT return, provides relevant & reliable information both internal & external customers to take effective decision as & when necessary. Credit List update & Communication with sales & Credit Department when necessary to help recovery. Communicate with Distributor for their Party Ledger & short excess information when necessary. Daily basis Data Posting in ERP System Such as Create Money Receipts, bills adjust & Money Receipts apply with Sales order. Maintain Stock Ledger Daily basis. Physically Stock count & report to Head Office every end of the Month. Daily Basis Maintain Petty Cash & Customs Ledger. Prepare Salary Sheet of Labor, Security Guard, Driver & Helper every end of Month. Prepare VAT Mushok 6.3 in UYVMS Software for every Sales invoice and maintain VAT Sales Book 6.2 and 6.5 Daily Basis. etc.

3. Accounts Assistant (3.1 yrs)

(1 Oct 2016 - 20 Oct 2019)

Rahimafrroz Group (Rahimafrroz Superstores Ltd - Agora)

Area of Expertise: Customer Support, SAP , Petty Cash, VAT

Duties/Responsibilities:

Collection Daily Cash sales and deposit to the Bank. Prepare sales report and send appropriate authority., Maintain Petty Cash fund. Maintain VAT register, Submit monthly VAT returns paper to VAT office, Monitoring Direct Purchase at Outlet. Handle Customer Complaints for cash or card related issue, SAP task as per authorized TCode, Posting GRN in SAP with appropriate TCode, Reconcile supplier GR and payment related issue, Follow QMS process,

4. Mobile Banking Relationship Officer (0.8 yr)

(1 Jan 2015 - 30 Sep 2015)

Dutch Bangla Bank Ltd.

Area of Expertise: Customer Relation, General Banking, Relationship

Duties/Responsibilities:

Opening Mobile Banking accounts and create customer relationship.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Accounting	National University	CGPA:2.89 out of 4	2014	1 Year
Bachelor of Business Administration (BBA)	Accounting	National University	CGPA:2.86 out of 4	2013	4 years
HSC	Business Studies	Barguna Government College	CGPA:3.5 out of 5	2009	-
SSC	Business Studies	Gourichanna N.S. High School	CGPA:3.44 out of 5	2007	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Training	MS Word, MS Excel, MS Access, Power Point, Internet, Photoshop etc.	Barguna Computer Institute	Bangladesh	Barguna	2010	6 months

Skill:

Fields of Skill
SAP, Oracle ERP, TALLY ERP, Accounting and Finance, Accounting Software, Vat software, Depot Account, Petty Cash, Advance Excel, Banking, Customer Service

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

Personal Details :

Father's Name : Md. Ali Hossen
 Mother's Name : Mst. Shaharunnesa
 Date of Birth : 21 August 1992
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Khan Bari, Noli Sajipara, Nali Bandar, Barguna Sadar, Barguna 8701
 Current Location : Barishal
 Blood Group : B+

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	Partho Protim Chakrabarti	Md. Shariar Hossen
Organization	Bhandaria Govt. College, Pirojpur	Partex Star Group - Danish
Designation	Assistant Professor	Sr. Officer -Distribution
Address	Girls school road, Barguna	Divisional Sales Depot. Barishal
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Relation	Academic	Professional