

Mizanur Rahman

Accountant · 5+ years · Available for UAE and Saudi Arabia

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Accountant with 5+ years in manufacturing and trading companies, handling accounts payable, bank reconciliation, VAT returns and month-end closing for a 2,000-employee garments exporter. Experienced with Tally Prime, QuickBooks and advanced Excel. Bangladeshi national with a valid passport (expiry 2031), willing to relocate to the UAE or Saudi Arabia and available to join within 30 days.

EXPERIENCE

Accounts Officer

Mar 2021 – Present

Unity Knit Composite Ltd. · Gazipur

100% export-oriented knitwear manufacturer, 2,000+ employees.

- Process 350+ supplier invoices a month and keep payables ageing under 45 days.
- Reconcile 6 bank accounts every month; cleared a 14-month backlog of unmatched entries in 10 weeks.
- Prepare monthly VAT returns and supporting schedules with zero penalties in 3 years.
- Cut month-end closing from 9 working days to 5 by standardising accrual templates in Excel.

Junior Accountant

Jan 2019 – Feb 2021

Sonar Bangla Traders · Dhaka

Wholesale distributor of building materials.

- Kept day books, ledgers and cash records for Tk 20+ crore annual sales in Tally.
- Followed up receivables with 80+ dealers, reducing overdue balances by 30% in one year.

EDUCATION

M.Com, Accounting

National University, Bangladesh

Jan 2017 – Dec 2018 · GPA Second Class

B.Com (Hons), Accounting

National University, Bangladesh

Jul 2012 – Dec 2016 · GPA CGPA 3.05 / 4.00

SKILLS

Accounting

Accounts payable and receivable, Bank reconciliation, VAT returns, Month-end closing

Software

Tally Prime, QuickBooks, MS Excel (advanced)

CERTIFICATES

Tally Prime Professional

Tally Education · 2022-05

Certificate in IFRS basics (online)

Coursera · 2023-09

LANGUAGES

Bengali — Native English — Professional working proficiency Hindi / Urdu — Conversational
Arabic — Basic

PERSONAL DETAILS

DATE OF BIRTH	1994-06-10
MARITAL STATUS	Married
NATIONALITY	Bangladeshi