

## S.M.O.U.A. MASUM

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### **Career Objective:**

I have extreme eager to learn new things and get this done as well, Integrity, sincerity, always Forces me to take Challenge and help me to achieve the goals, I always want to mere ahead and find opportunity to develop a strong carrier.

### **Career Summary:**

As my resume indicates, I possess more than 9 years of progressive experience in the Accounts and risk determination field, where I also achieve 2 years of mentorship experience in the digital marketing field. My professional history includes positions such as Sr.officer ICC and Mentor, Digital Marketing (part-time) at Partex star group & Exprocoder IT Ltd. My supervisor also relied on my ability to as proofreading and excellent communications skill.

### **Special Qualification:**

I achieved a diploma certificate in Risk and compliance management from Edupro-UK.  
I am also a google certified digital marketer from google garage, which endorsed by open University, EU, and last few months I achieved so many certifications.

### **Employment History:**

**Total Year of Experience : 9.3 Year(s)**

#### 1. **Mentor, Digital Marketing(Part time) ( April 4, 2019 - Continuing)**

##### **Exprocoder IT Ltd**

Company Location: Shahjadpur, Dhaka  
Department: Brand & Media Communications

##### **Duties/Responsibilities:**

Proficiency in developing social media sites that increase online sales for companies by over 200%.Monitoring the SEO traffic & lead generation data. Conceptualized several social media campaigns in order to gain awareness for client events and products. Centralized the team`s social media & search engine management to Facebook, google Instagram, Twitter & LinkedIn. Worked with the company`s design team to create a book of guidelines for proper idea & design for social media, search engine & e-commerce. Taking the full class of digital marketing.

#### 2. **Sr. Officer ( January 8, 2018 - Continuing)**

##### **Danish Foods Limited (Partex Star Group)**

Company Location: Tejgaon, Dhaka  
Department: Internal Control & Compliance (ICC)

##### **Duties/Responsibilities:**

Evaluating risk exposure relating to the achievement of the company's strategic objectives. Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations could have a significant impact on the company. Developing the reliability and integrity of information and the means used to identify, measure, classify, and report such information. Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets with the effectiveness and efficiency with which resources are employed. Conduct Audit Review Committee (ARC) meeting quarterly, Monitoring and evaluating the effectiveness of the company risk management processes. Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Board.

#### 3. **Sr. Executive Accounts ( August 25, 2012 - February 28, 2014)**

##### **FM YARN DYEING LTD**

Company Location: Akhalia, Hazirbazar, Bhaluka, Mymneshing.

Department: Accounts & Finance

**Duties/Responsibilities:**

Checking Voucher, Bank and Cash book, ledger book in troyee software. Responsible for maintaining records of daily financial transactions. Collection of data associated with generating reports for accounts purpose where applicable, Preparing the sales accounts & a/c receivable statements. Prepare the budget for upcoming month & Year. Make financial report for office & submit to the higher authority. Prepare monthly Statement of accounts, Balance sheet, Income statement, disburse the wages to the workers, maintain the vehicle & yarn dyeing costing & posting in troyee & prepare the yarn ,dyes & chemical reconcile report & Audit in concern department, Make report(R/D, WIP, yarn process wise report, single & double wise report & to entry the dye manager software. Prepare the wages sheet, bonus sheet, OT sheet submitted to the audit Dpt. Preparing the report of A/c Receivable statement. End of month prepare all yarn & dyes- chemical loan issue & receive report & Daily submitted to the concern department about the process Wise yarn reconciliation report & others yarn dyeing sales report.

4. **Senior Officer (Finance & Accounts) ( March 20, 2012 - August 15, 2012)**

**Tex Concern Group**

Company Location: Kawran Bzar, Dhaka

Department: Finance & Accounts

**Duties/Responsibilities:**

Preparing salary sheet, Checking Voucher, Bank and Cash book, ledger book. Responsible for maintaining records of daily financial transactions. Collection of data associated with generating reports for accounts purpose where applicable, Preparing accounting statements. Prepare the budget break up for upcoming month. Make financial report for office & submit to the higher authority. Prepare monthly Statement of accounts, Balance sheet, Income statement, costing and budget.. Prepare Monthly, quarterly and yearly financial report and submitted to upper level.

5. **Finance & Admin officer ( May 2, 2011 - December 15, 2011)**

**Centre for Injuries Prevention and Research, Bangladesh (CIPRB)**

Company Location: mohakhali, Dhaka

Department: Finance & Admin

**Duties/Responsibilities:**

Tally posting. Preparing salary sheet, Petty cash, Preparing & maintaining Voucher, Bank and Cash book, ledger book. Responsible for maintaining records of daily financial transactions. Collection of data associated with generating reports for accounts purpose where applicable, Dealing with Bank transaction. Preparing accounting statements. Visit the training program at Upazila health complex, ensure and inspect all safety equipment are in place and functional both in office and training sector. Prepare the budget break up for upcoming month for program and office Inspect the vehicle maintains, program logistics, monitoring, coordinate, scheduled dispatch vehicle for employees and resources person, ensure the vehicle availability, especially at training sector and also for Upazila health complex base for project training. Present to the training program, assure the total program development & administrative jobs. Make financial report for program and submit to the up level.

6. **Finance and Administrative Officer ( April 10, 2009 - February 27, 2011)**

**Friend (BD) Ltd**

Company Location: Manik nagar, Dhaka

Department: Accounts & Finance

**Duties/Responsibilities:**

To prepare monthly, yearly Company Accounts statements, Tally posting. Preparing salary sheet, Petty cash, Preparing & maintaining Voucher, Data entry. Responsible for maintaining records of daily financial transactions. Collection of data associated with generating reports for accounts purpose where applicable, Dealing with Bank transaction. Preparing accounting statements. To ensure daily data entry in the software in due time. Filing & maintaining files. Deal with Company` s internal and external auditors, Bank. Cash management & cash disbursement, also check the weekly. Monthly stock reconciliation. Ensure and control the of all office equipment and all office supplies and stationery.

**Academic Qualification:**

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Finance	Sylhet International University	CGPA:2.67 out of 4	2013	1	-
Bachelor of Business Administration (BBA)	Finance	Sheikh Borhanuddin Post Graduate College Under Nation University	CGPA:3.04 out of 4	2007	4	-
Post Graduate Diploma (PGD)	Risk & Compliance Management	Academy Of Business Professionals- EDUPRO	First Division, Marks :80%	2020	8 Months	Grade-A
HSC	Business Studies	Dhaka Commerce College	CGPA:3.4 out of 5	2003	2	-
SSC	Business Studies	B.C.I.C.School	CGPA:3.63 out of 5	2001	2	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Soft Skills Development	How Soft Skills Development Make Difference	Academy Of Business Professionals(ABP) And Future Leaders	Bangladesh	Bisso Shahitto Kendra	2019	One Day
Customer Service Excellence	Customer Experience Management	Bdjobs.com Ltd	Bangladesh	12, Kawran Bazar ,Dhaka-1215	2018	One day
Finance and Administration Training	overall cover-up of financial terms and admin regulation	CIPRB funded by Unicef	Bnagladesh	Dhaka	2011	Three days

**Professional Qualification:**

Certification	Institute	Location	From	To
Content Marketing Certification	Hubspot Academy	Hubspot -site	January 26, 2020	January 27, 2020
Social Media Certification	Hubspot Academy	Hubspot -Site	January 25, 2020	January 26, 2020
Email Marketing Certification	Hubspot Academy	Hubspot-site	January 25, 2020	January 26, 2020
Google analytics Individual Qualification	Google Academy	Google-site	January 23, 2020	January 24, 2020

Authorised Buyers API Basic Certification	Google Academy	Google -site	January 23, 2020	January 24, 2020
Youtube Channel Growth Certification	Google Academy	Google-site	January 23, 2020	January 24, 2020
Youtube Content Ownership Certification	Google Academy	Google-Site	January 23, 2020	January 24, 2020
Youtube Creative Essentials Certification	Google Academy	Google-Site	January 23, 2020	January 24, 2020
youtube Asset monetization Certification	Google Academy	Google-Site	January 23, 2020	January 24, 2020
Campaign Manager Certification Exam	Google Academy	Google -Site	January 22, 2020	January 23, 2020
Display and Video 360 Certification	Google Academy	Google Site	January 22, 2020	January 23, 2020
Google Display Ads-Measurement Certification	Google Academy	Google-Site	January 20, 2020	January 21, 2020
The Fundamental Of Digital Marketing	Google Digital Marketing	google -Site	January 20, 2020	January 21, 2020
Google Ads Display Certification	Google Academy	Google-Site	January 18, 2020	January 19, 2020
Google Ads Search Certification	Google Academy	Google-site	January 18, 2020	January 19, 2020
The Risk and Compliance Management	Academy Of Business Professionl	Dhaka Bangladesh	September 4, 2019	March 12, 2020
Advanced Digital Marketing	Exprocoder IT ltd	Dhaka	February 8, 2018	August 31, 2018
IELTS	St. Johns tutoriala	5, lalmatia road, Dhaka	February 12, 2009	August 9, 2009
MOS(Microsoft Office Application)	New Horizon Computer Learning Center	Dhanmondi,Dhaka	January 7, 2009	March 7, 2009

### **Career and Application Information:**

Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales, Design/Creative  
Looking For : Mid Level Job  
Available For : Full Time  
Preferred District : Dhaka  
Preferred Organization Types : Banks, Multinational Companies, Garments, Textile

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
bangla	High	High	High

**Personal Details :**

Father's Name : Md Shaguddin Mir  
Mother's Name : Shamsun Nhar  
Date of Birth : June 17, 1986  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 1907472953  
Religion : Islam  
Permanent Address : 11 no east Shewrapara, Kafrul,-1216, Mirpur TSO, Mirpur, Dhaka 1216  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md Amir Hossain	MD Ekram Uddin
Organization	: National Bank Ltd	FM Yarn Dyeing Ltd
Designation	: Asstant Vice President	Assistant General Manager Finance & Accounts
Address	: 18, Dilkusha C/A, Dhaka-1000	house-340,Road-05,Baridhara DOHS,Dhaka-1212
Phone (Off.)	: 8054521	
Mobile	: 01552448661	01912993987
E-Mail	: nostro.id@nationalbankbd.com	ikram@fmyaendyeing.com
Relation	: Relative	Professional