

## RESUME OF

# MURAD CHOWDHURY



Present Address: Flat No : 41, Building No: 2432,Road No : 2831,  
Block No: 428, Arabian Building, Al seef, Manama, Bahrain.

Mobile : 35596945

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Email : Chowdharymurad121@gmail.com

**POSITION APPLIED FOR : " ACCOUNTANT "**

## OBJECTIVE

Highly talented and results-driven professional with thorough understanding of financial reporting and analysis, data processing and generally accepted accounting principles .Hands –on business administrator with 6 years of experience directing and supporting multifaceted financial operations and maintaining relationships with clients and vendors. Broad knowledge of budget planning and management, cash flow forecasting and fund accounting for governmental and nonprofit entities. Effective accountant capable of developing internal controls that increase efficiency and enhance accuracy.

## EMPLOYMENT DETAILS

### **Bushido Restaurant ( Part of the Ritz Carlton Hotel)**

**1<sup>st</sup> Nov 2014 to Present**

#### **Job title : Supervisor**

- Follows the set service standards while serving the guest and highest possible customer satisfaction.
- Responsible for all shisha making (regular & fresh) and ensure all shisha pipes are cleaned on daily basis to maintain hygiene and also to ensure that the shisha area is always clean and arranged neatly.
- Ensure that appropriate standards of conduct, dress, hygiene, uniform and appearance are maintained all times.
- Welcome and acknowledge each and every guest with smile, eye contact and friendly verbal greeting.
- Keeps update with new products in the market.
- Responsible for inventory, Daily & monthly Sales Report ,Duty Roaster, Extra hour truck and shisha related all standards materials order and received from suppliers.
- Ensure the all guest checks are accurate and processed according to hotel standards in shisha lounge.
- Attends required all meetings.

### **SK International, Bahrain**

**1<sup>st</sup> Jul 2013 to Oct /2014**

#### **Job title : Accountant**

- Having comprehensive knowledge about auditing and accounting principles, Accounts receivable ,Accounts payable ,Payroll management ,General ledger maintenance , Regulatory compliance guidelines and invoicing .
- Establish, Maintain and update files, Databases, Records and other documents.
- Sort, Review, Screen and distribute incoming and outgoing mail.
- Capable of implementing new technologies that streamline the accounting process, provide better efficiency and productivity.
- Participated in bank reconciliation and created invoices.
- Expertise in developing monthly, quarterly and annual profit & loss statements and preparing balance sheets within strict deadlines.

- Having comprehensive knowledge about auditing and accounting principles, Accounts receivable ,Accounts payable ,Payroll management ,General ledger maintenance , Regulatory compliance guidelines and invoicing.
- Establish, Maintain and update files, Databases, Records and other documents.
- Participated in bank reconciliation and created invoices to collect overdue amounts.
- Expertise in developing monthly, quarterly and annual profit & loss statements and preparing balance sheets within strict deadlines.
- Cost control and provide timely financial reports to the management supporting and corporate goals.
- Schedule meetings, Appointments, Events, Co-ordinating travel.
- Compose, Edit and correlate various documents and timely responses to inquiries.

#### **ACADEMIC BACKGROUND**

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B.COM	National university, Bangladesh	Year Completed : 2004
I.COM	Khantalbari College	Year Completed : 2001
S.S.C	Singhimari School	Year Completed : 1999

#### **PROFESSIONAL DEVELOPMENT**

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Southteck Ascend Banking Software Training, Finance & Management Training, And Fast Aid Training, Basic Food Hygiene Training etc .

#### **COMMUNICATION**

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Strong Communication skills of English, Hindi & Bangla . Good in Arabic

#### **STRENGTH**

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Hardworking, Pleasing personality , Good Communication Skills, Management Skill, Strong Leadership Skill, Energetic ,Flexible & Problem Solver, Practical & Intelligence, Challenging Attitude, Honest, Optimistic, Fast Decision Making, Self Motivated, Adaptability etc .

#### **INTERESTS**

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Reading Book, Volunteer, Traveling, Music Listening, Swimming, Football, Cricket, Volley Ball, Badminton etc.

#### **PERSONAL INFORMATION:**

Date of Birth: April 05, 1982

Nationality: Bangladeshi

Sex: Male

Civil Status: Single

Religion: Islam (Sunni)

Height: 5 feet 9 inches

C P R No: 820475009

#### **DECLARATION**

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I hereby certify that above information is true and correct to the best of my knowledge & belief.

**Murad Chowdhury**