



TAREQ MAHMUD

✉ tareqmahmud5097@gmail.com

☎ +880 1754-031830

📍 17/3/2 Tolarbag 2no gate,
Mirpur 1,Dhaka 1216.

EDUCATION

Master of Business Administration
(MBA) in Accounting

Government Bangla College, Dhaka

Session: 2024–2025

Status: Ongoing

Bachelor of Business Administration
(BBA) in Accounting

Government Bangla College, Dhaka

Session: 2020–2021

CGPA: 2.94 / 4.00

SKILLS

- Accounting & Bookkeeping
- Cash Book & Ledger Management
- Financial Record Management
- Financial Reporting
- Data Entry & Documentation
- MS Excel, Word & PowerPoint
- Email & Office Communication
- Teamwork & Time Management

LANGUAGE

Bangla : Native

English : Good Working Proficiency

About Me

Motivated and detail-oriented Accountant with experience in bookkeeping, financial reporting, data entry, and office administration. Skilled in accounting records, cash books, ledgers, bank reconciliation, and MS Office. Strong organizational and communication skills with a focus on accuracy and efficiency.

WORK EXPERIENCE

October 2025 – Present

Italbangla HRD LTD

Accountant

- Managed daily accounting, cash, and expense records.
- Maintained financial and administrative records.
- Supported overseas recruitment for European markets.
- Communicated with clients, agencies, and candidates.
- Prepared CVs, job demands, and recruitment documents.
- Researched visa, work permit, and recruitment processes.
- Assisted with meetings, coordination, and payment records.

March 2025 – September 2025

JeansFellow Footwear Limited

Senior Executive

- Managed daily operational activities efficiently.
- Coordinated with different departments to ensure smooth workflow.
- Prepared and maintained operational reports and documentation.
- Supported daily administrative and office activities.
- Completed assigned responsibilities accurately and within deadlines.

REFERENCES

Dr. Mohammad Golam Rabbani

Professor, Department of Accounting

Phone: +880 1711-247638

Email: rabbani_1971@yahoo.com