

## Mohammed Babar Hossain

Present Address: Mussaffah, Abu Dhabi, United Arab Emirates

Mobile Number: +971-567328040

Email: [babarhossain281@gmail.com](mailto:babarhossain281@gmail.com)



### SUMMARY

As an Accountant with a proven track record of supported in deputy accounts & finance manager & senior auditor across the accounts, finance & inventory in the use of ERP, CRM and able to deliver efficient and executive support in pressurized worked environment. Also a Logistic Sales & Operation Coordinator with a proven track record of supported in Sales Account Manager across the sales & logistic environment.

### EXPERIENCE

#### Total Experience: 06 Years

Company: **Subhi Trading Establishment (Group of Company)**  
Designation: **Accountant & Admin Sales**  
Duration: **04 May- 2023 to Present**  
Location: **Mussaffah, Abu Dhabi, United Arab Emirates**

- Supporting with Manager in all operation
- Performing activities related to accounts and receiving or processing all invoices, expenses, forms & request for payment in cash and Cheque
- Preparing sales and general ledger. Checking calculations and processing of management fees, revenue. Posting of accrual prepayment and journal
- Preparing accounts receivable and payable
- Preparing sales, purchase report in monthly
- Submitting UAE VAT Tax File return and payment
- Creating customer statement in monthly
- Preparing payroll and cash book Handling
- Controlling petty cash & expenses
- Preparing LPO & Quotation for delivery and purchasing
- Maintaining office admin rule and controlling to all employees
- Controlling & keeping update all documentations for office.
- Handling internal & external query by over call, mail & etc.

Company: **United Industrial Gases Factory LLC**  
Designation: **Logistic Sales & Operation Coordinator**  
Duration: **11 April 2022- 30 April 2023**  
Location: **ICAD, Mussaffah, Abu Dhabi, United Arab Emirates**  
Website: <https://www.unigases.com/>



United Industrial Gases Factory LLC  
مصنع المتحدة للغازات الصناعية ذ.م.م

- Preparing sales quotations, LPO & follow up with the clients.
- Petty Cash Controlling, Purchasing Martials.
- Preparing sales report daily to Manager
- Contracting bookings and raising invoices, responding to and co-coordinating all internal & external requests
- Providing assistance for the sales Manager.
- Following the production processes in the gas plant.
- Managing plan to Supervisors and laborers
- Arranging transportation & forwarding service for all order to ensure material is delivery as per schedule
- Updating monthly logistics, schedule to ensure deliveries to production location, coordination product delivery schedule with customers, coordinating daily delivery activity
- Preparing proper paperwork for billing and authorization of a variety of invoices
- Preparing delivery notes and track daily delivery with drivers and clients
- Preparing Stock report daily and monthly basis.
- Keeping & Checking all record of employee's data in file to PRO processing.
- Keeping office documents in archives properly

Company: **Mim Technologies Ltd**  
Designation: **Executive-Accounts & Finance**  
Duration: **01 July 2020 – 12 Jan 2022**  
Location: **Chittagong, Bangladesh**  
Website: <https://www.facebook.com/Mimtechltd/>



- Performing activities related to accounts and receiving or processing all invoices, expenses, forms & request for payment in cash and Cheque in ERP & CRM
- Preparing sales and general ledger. Checking calculations and processing of management fees, revenue. Posting of accrual prepayment and journals in ERP
- Finding errors while recording posting or balancing any accruals in ERP
- Performing administrative tasks including filling reporting etc.

- File and database management. Keeping records of financial transactions in ERP
- VAT office return file submission & VAT payment at Bank
- Reconciling the cash book and Management of petty cash. Accounts receivable & payable in ERP
- Work with inbound logistic, distribution center, stores, and dispatch to coordinate ontime delivery of product.

Company: **Mim Technologies Ltd -Khejuria Premium Quality Dates Importer In Bangladesh**  
 Designation: **Executive-Sales**  
 Duration: **20 March 2017 – 25 May 2020**  
 Location: **Chittagong, Bangladesh**

- Representing the company in various exhibitions and trade fairs
- Boosting sales in my department every month
- Researching the market on a regular basis for related products
- Provided clients with great quotations
- Build and maintain relationships with clients and prospects
- Scheduling meetings with customers to change copy and any other needs to promote business.
- Handling the entire sales process from start to finish
- Contributing my ideas and energy to projects that will improve the effectiveness of the company

Company: **KDS Garments Industries Ltd**  
 Designation: **Internship- Supply Chain Management & Production Process**  
 Duration: **05 Nov 2019 – 25 Dec 2019**  
 Location: **Chittagong, Bangladesh**  
 Website: **<http://www.kdsgroup.net/>**



- Inventory Management, Ware house Checking, Fabric Inspection, L/c concepts, Cutting and Sewing Inspection, Commercial Email Inspection, SVM, TARGET, Efficiency Concepts, Logistic Concepts, Finish goods and Shipment.

#### CORE SKILLS

<b>ERP, CRM</b>	<b>HR Admin Assistant and Administration</b>
<b>QBM Accounting Software, Tally ERP</b>	<b>Accounts</b>
<b>Petty Cash Control</b>	<b>Cash Book Keeping</b>
<b>Journal Entries</b>	<b>Production Management</b>
<b>Business Administration</b>	<b>Inventory Management, Logistics, Store Keeper</b>
<b>Vat Tax Submission in UAE</b>	<b>Sales &amp; Customer Service</b>
<b>Data Entry</b>	<b>Document Controller/ Archives Clerk</b>
<b>Team Work</b>	<b>Good Communication</b>
<b>MS word, Excel &amp; Out look</b>	<b>Graphics Design</b>

#### EDUCATION

<b>2020</b>	<b>Master of Business Administration in Management (MBA)</b> National University, Bangladesh
<b>2017</b>	<b>Bachelor of Business Administration in Management (BBA)</b> National University, Bangladesh

#### AWARD & HONOR

<b>2019</b>	<b>IsDB IT Scholarship Project from Islamic Development Bank</b> <b>Diploma in Graphics, Animation &amp; Video Editing</b>
-------------	---

#### LANGUAGE SKILL

- **English, Hindi, Urdu, Bengali,**

#### PERSONAL DETAILS

Visa Status: **Employment/Own Visa With NOC (Expiry on 26-12-2024)**  
 Date of Birth: **15 March 1993**  
 National ID No: **(Bangladeshi)**