

Md. Jahangir Alam Zahid

287 A Elizabeth Avenue, St. John's, Newfoundland 📞 709-687-7595 ✉️ mjazahid@mun.ca

Highlights of Qualifications

- 5+ years of experience of working in a Bank and Mon Banking Financial Industry.
- Skilled in Preparing Financial Statements as per Accounting Standards.
- Actively managed the portfolio of more than 50 investment clients.
- Developed in-depth knowledge of preparing Financial Statement as per IAS and IFRS.
- Cultivated enhanced skills in Book Keeping like: Creating sales and purchase order, invoicing and payment, reconciliation statement, managing receivable and payable, and other core Book Keeping areas.
- Completed Advanced Diploma in Accountancy and Business from ACCA, a globally recognized accounting body.

Experience

Analyst

The Fund Memorial University

September 2022-Present

A student managed CAD 250,000 Investment Fund

- Development of Stock Pitch for decision making, using both quantitative techniques and qualitative judgement.
- Monitor positions and present positions with Sector Manager.

Administrative Assistant (Intern)

July 2022- August 2022

Hunts Logistics (168 Majors Path, St. John's, NL)

- Developing a filing system for both hard copy and digital documents that led to increased production and efficiency across the company.
- Entering Data in Fleet Management and Sage-300 Software.
- Documentation organization for Accounts Payable and Receivable
- Update filing storage records and preparing spreadsheet.
- Scanning driver paperwork for invoicing
- Assist with collections
- Answer and operate main switchboard incoming calls

Senior Executive Officer

April 2015-August 2020

Finance and Accounts Division

Social Islami Bank Limited, Bangladesh

- Preparation of Quarterly, Half-Year yearly and Yearly Financial Statements.
- Communicating and Coordinating with Statutory Auditors and External Auditors.
- Keeping Record of receivable and Payable Accounts
- Issuing Purchase Order in favor of vendors as per Board Approval.
- Reconciliation of Bank statements with Other Banks and Financial Institutions.
- Entering Journal Entries in the Core Banking Solutions.
- Preparation of Pay-Roll Sheets and executing the Payment in Core Banking Solutions.

Junior Associate

2009-2011

IDLC Securities Limited

- Interacted with Individual and institutional clients and executed their trades as an authorized securities agent/trader.
- Procuring new clients and nurturing existing clients.
- Keeping clients updated about the enlistment of new companies in the capital market and the financial information i.e., Earning Per Share (EPS) of the Company, Net Asset Value to clients.
- Educated clients on all capital market products, and services of IDLCSL and industry trends.
- Delivered exponential growth in terms of customer acquisition and trade volumes resulting addition of 100 customers in two years and 180% achievement against sales target.

Volunteer Experience

Accountant (Volunteer)

The parent-Child Mother Goose Program. St. John's, NL

Head of Administration

The Voice of Business, Student based Publication, The University of Dhaka

Education

- **MSC in Management** **in Progress**
Memorial University of Newfoundland and Labrador
- **Bachelor of Business Administration (BBA, Management)** **2008**
University of Dhaka, Bangladesh
(Equivalent to Canadian 4-(four) year Bachelor Degree as assessed by World Education Service)

Professional Qualification

- **Advanced Diploma in Accounting & Business**
Association of Chartered Certified Accountants, ACCA
A Globally recognized Accounting Body, UK
(Equivalent to Canadian 3-(Three) year Bachelor Degree as assessed by World Education Service)