A person wearing glasses and a tie

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**Md Salah Uddin Mahtab**

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**1695 Graves Road Apt 1123, Norcross, GA 30093**

**Profile**

Accountant with over 20 years of experience in managing accounting processes with different capacities e.g. Bookkeeper, Cost Accountant, Management Auditor and Finance Manager. I migrated to the United States from Bangladesh at the end of 2017. In 2018 and in early 2019 I did a variety of jobs before I started my career as an accountant from March 2019 till now. I am proficient in QuickBooks, MS Office, and familiar with payroll processing applications e.g. ADP and CertiPay.

**Professional Certification & Badges**

**CB (Certified Bookkeeper)** from American Institute of Certified Bookkeeper (AIPB), Maryland, USA.

**CMA (Cost and Management Accountancy)** from Institute of Cost and Management Accountants of Bangladesh (ICMAB), Dhaka, Bangladesh.

**Certified ProAdvisor (QuickBooks Level 2 and QuickBooks Payroll)**

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Credly Links for the badges:

[QuickBooks Online Certification Level 2](QuickBooks%20Online%20Certification%20Level%202)

[QuickBooks Online Payroll Certification](QuickBooks%20Online%20Payroll%20Certification)

**Work Experience**

**Current Job:**

**Company Name**:

Blue Lagoon Hospitality LLC (A concern of Virani Group), Atlanta, GA 30349

**Job Title**: Accountant

**Duration:** March 2019 – Continuing

**Job Responsibilities:**

* Maintain the Books of Accounts of six companies by using QuickBooks
* Monitor day-to-day transactions and reconcile with banks as necessary
* Manage Accounts payable, e.g. process invoices and manage vendor payments
* Prepare Financial Statements (e.g. Quarterly and Yearly)
* Collaborate with CPA to submit the tax returns of the company
* Filing Sales Taxes and Submit the audits for Insurance
* Processing the payroll (Semi-Monthly and weekly through ADP and CertiPay)

**Brief Summary of Jobs during the period of September 2017 to February 2019**

* Worked as Sorter in UPS, Doraville, GA (Oct 2017 to December 2017)
* Worked as Cashier in Dekalb Farmers Market, Decatur, GA (February 2018 to September 2018)
* Worked as Cashier in Fast Check Cashing, Lawrenceville, GA (October 2018 to February 2019)

**Previous Jobs:**

1.

**Company Name:** Impress-Newtex Composite Textiles Ltd., Dhaka, Bangladesh.

**Job Title**: Manager (Cost & Budget)

**Duration**: March 2011 to July 2017

**Job Responsibilities:**

* Maintaining Cost Accounting records to prepare all types of cost reports e.g. Product costing, Time and Cost analysis, Productivity analysis and Product mix analysis.
* Preparing Master Budget and monitoring the financial transactions to establish budgetary control in each point.
* Lead the yearly Management Auditing team to evaluate the performance using KPIs.
* Took part in the developing process of total Group financial & accounting System consistent with International Accounting Standard & also country wise local accounting convention.

2.

**Company Name:** Mymun Textiles Ltd., Gazipur, Bangladesh.

**Job Title**: Manager (Cost & Budget)

**Duration**: May 2009 to February 2011

**Job Responsibilities:**

* Preparation of Monthly Costing reports and Inventory reports and analyze all the reports was one of the major responsibilities.
* The other major responsibility is to establish and monitor the Budgetary Control in the factory.
* Material Management is the other area were working on.
* Implementation of software in the factory with a view to aggregate the operation and go forward towards ERP is the other responsibility.

3.

**Company Name:** Amex Apparel Ltd., Dhaka, Bangladesh.

**Job Title**: Manager (Finance and Accounts)

**Duration**: January 2007 to April 2009

**Job Responsibilities:**

* Plan, Supervise and control the Accounts and Finance Department as Head.
* Maintaining overall accounts and periodically prepares the Financial Statements of the Company.
* Prepare and submit the yearly Income Tax return and maintain liaison with the authority as well.
* Handle the External Auditors for completing the yearly audit as per rules by the Government.

**4.**

**Company Name:** Mane Fashions International, Dhaka, Bangladesh

**Job Title:** Accounts Officer

**Duration:** January 2001 to December 2006

**Job Responsibilities:**

* This was an entry level position; main job was to maintain the petty cash and Bank reconciliation.

**Academic Qualification**

**Masters in Social Science** (Major in Sociology) from National University, Dhaka, Bangladesh.

**References:** Will be provided upon request.