

# MD MORTOJA ZAMAN

MBA, MARKETING & FINANCE

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India, West Bengal 📍

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## SUMMARY

I am a MBA graduate with a concentration in marketing and finance. I have experience in both areas, and I am looking for a position that will allow me to utilize my skills and knowledge in a real-world setting. I am a hard worker with a strong work ethic, and I am excited to put my skills to use in a new position.

## EDUCATION

### MBA (Marketing & Finance)

Aliah University 2011 - 2013

Fulltime (CGPA 8.37 in a 10-point scale)

### BBA (Hons)

Aliah University 2008 - 2011

Full Time (CGPA 7.92 in a 10-point scale)

### West Bengal Council Of Higher Secondary Education (WBCHSE)

Chatta Subid Ali Institute Aug 2003 - Jun 2005

### West Bengal Board Of Secondary Education (WBBSE)

Chatta Subid Ali Institute Jun 2003

## PROJECTS

### 'The fight for establishment of a brand in the Market'

Marketing executive Dec 2012 - Feb 2013

- The project aimed at offering small and mid-sized companies the opportunity to explore their product to the masses using effective media mix.
- Data collection and data entry on day to day basis.
- To establish a brand through publicity by maintaining public relation.
- To defend the brand through effective advertisement to increase the brand awareness.
- To present conclusion and necessary recommendation regarding the brand awareness of a consumer relating to the service of Gallant Media.

## EXPERIENCE

### Accounts Management

Akku Marketing Pvt Ltd (Wholesale & Retail) Mar 2015 - Present

- Monitor account activity and performance.
- Managing the data, accounting, analysis, and reporting.
- Develop and execute account plans to increase sales and grow the account.
- Understand customer needs and requirements.
- Invoice Management. Preparation of e-invoice and e-waybill.
- Interacting with customers, bills verification, follow up of bills.
- Preparation of data for GST return filling GSTR1, GSTR2.
- Handle general ledger and posting entry. Maintaining accurate financial records.
- Preparation of stock, managing and maintenance of stock.
- Monthly TDS calculation and entry.
- TCS calculation and entry.
- Accomplish accounting and organization mission by completing related results as needed.

## SKILLS

Microsoft Word	● ● ● ● ●	SAP (MM Module)	● ● ● ● ●
Microsoft Excel	● ● ● ● ●	PHP-My SQL (DBMS)	● ● ● ● ●
Tally ERP (9.0)	● ● ● ● ●	Python	● ● ● ● ●
Tally Prime	● ● ● ● ●		

## STRENGTHS

- Analytical ability.
- Team Worker.
- Self-Motivated.
- Excellent in Communication.
- Positive attitude.

## LANGUAGES

Bengali	● ● ● ● ●	Hindi	● ● ● ● ●
English	● ● ● ● ●		

## CERTIFICATES

**Certificate Program in Quantitative Finance and Risk Management**  
Indian Institute of Quantitative Finance (IIQF) *2020-08-09*

**Certificates in English communication**  
British Council *2020-05-09*

## PERSONAL DETAILS

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