

Resume
Of
Sowkat Osman

Cell: 01827923759, 01535477365

Piaroas86@gmail.com



Permanent Address

C/O: Mahbub Ullah

Village: Nayapara, **P.O:** Khutakhali,

P.S: Chakaria, **District:** Cox's Bazar

Present Address

Rokeyavhilla, (Ground Floor) 7-A Atoshkhana Lane

Post: posta, P.C: 1211, Lalbagh, Dhaka.

Career Objective

To be a vital part of an organization associated with the knowledge & that encourages learning and has a proactive environment so that I grow with the organization and gain valuable experience.

Experience:

Total Year of Experience: 2 Years 3 Months

Organization	: YUNUSCO (BD) LIMITED CHANGED FROM SHORE TO SHORE TEXTILES LTD
Organization Type	: MANUFACTURING CONCERN
Department	: Accounts & Finance
Position	: Executive – ACCOUNTS & Finance
Duration	: 22 January, 2017 ---- 30, April, 2019.

Job Responsibilities:

- Establish the proper accounting record process.

- Monitor and review the accounting transaction
- Control the payroll management.
- Verify the stock movement report, goods receiving and issue procedure and records.
- Control, Monitor and guide the total purchase process.
- Party payment complying VAT, TAX etc.
- Prepare bank reconciliation statement.
- Proper documentation, checking & posting of bill and voucher.

Academic Qualifications:

Professional Level-2: 1000 marks completed (out of 2000) The Institute of Cost and Management accountants of Bangladesh (ICMAB)

Bachelor of Arts (BA): Department of Arabic

Faculty of Arts

University of Dhaka

Graduation year: 2010

Result: 2.88 (out of 4)

Higher Secondary Certificate: Khutakhali Tamijia Islamia Fazil Madrasha

Board: Madrasha

Group: General

Passing year: 2005

Result: GPA- 3.67(out of 5)

Secondary School Certificate: KhutakhaliTamijiaIslamiaFazil Madrasha

Board: Madrasha

Group: General

Passing year: 2003

Result: GPA - 3.67(out of 5)

Other Qualifications:

- Intermediate level of spoken & written English : British American Language Institute(BALI)

Computer Skills:

- Proficient in Microsoft Office Components i.e. MS Excel, Word, power point, Adobe Photoshop, Illustrator etc.
- Computer typographical speed is 30 W.P.M in English and data transferring, making proposal and letter typing skills.
- Proficient in Networking and internet fundamentals, installation of PC based Software's, Networking/Maintenance.
- Able to handle windowing environment including all version of windows operating system and database etc.

Personality Traits:

- Dexterous in Accounting, Cost Accounting etc.
- Proficient in Computer and IT.
- Excellent communication and interpersonal skills.
- Able to cope with the changing environment.
- Quick learner and keen observer.

Personal Details:

(i) Name	Sowkat Osman
(ii) Father's Name	Mahbub Ullah
(iii) Mother's Name	Sahena Begum
(iv) Date of Birth	6 th January, 1988
(v) Nationality	Bangladeshi(by birth)
(vi) Marital Status	Married
(vii) Home District	Cox's Bazar
(viii) Contact Number	Cell: 01827923759, 01535477365
(xi) Blood Group	'A' positive

Reference:

Md. Liakat Hossen, ACMA
Deputy General Manager
Nitol Insurance Company Limited
Head Office:
Nitol Centre(5th Floor)
71, Mohakhali C/A
Dhaka-1212, Bangladesh
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Cell: 01713142755
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Md. Mashiur Rahman
Second Secretary
VAT Policy
National Board of Revenue
Rajshaya Bhaban, Segunbagicha,
Dhaka-1000, Bangladesh
Tel: 02-83318120
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