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A. B. M. OSMAN IBNA SUFIAN

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Career Objective:

To find a challenging position to meet my competencies, capabilities, skills, educations and experiences, I am willing to give total support to the organization with the experience and capability that I have, in order to achieve organization's goals.

Career Summary:

Three years Chartered Accountancy Course Completed CA (CC) from UHY Syful Shamsul Alam & Co. from December-1, 2013 to November -30, 2016. Beginning of my professional, I have started my career as Executive in Nahar Agro Group. Now, I am working in Partex Cables Ltd. As Senior Officer from January 1, 2017. Besides that, I have also Oracle Certified Professional (OCP) of Oracle Corporation. Note that, after completions of OCP I have worked in CACTS Ltd. as Asst. Programmer for 1 Years.

Special Qualification:

I am able to assist co-workers, supervisors, and clients in a cooperative way, can work well under pressure to meet deadlines and also committed to providing total quality of work.

Employment History:

Total Year of Experience : 3.2 Year(s)

1. Senior Officer, Accounts (January 1, 2017 - Continuing)

Partex Cables Limited (A Partex Star Group Company)

Company Location : Uday Tower, Level-7, 57-57A Gulshan Avenue, Gulshan-1, Dhaka 1212

Department: Finance & Accounts

Duties/Responsibilities:

01. Prepare monthly, quarterly, half yearly and annual Financial statements which consisted Statement of Cash flows, Statement of Comprehensive Income and Statement of Financial Position with notes to the Statements. .
02. Review and process all payments/adjustments, receipt vouchers and petty cash.
03. Control the outstanding along with sales.
04. Understanding about the various aspect of AR process for e.g. Sales order processing, Cash Application, Debt Collection, Credit notes etc.
05. Management of customer account reconciliation and collection of dues.
06. Maintain fixed assets register and carry out periodical physical Verification of the assets.
07. Prepare Monthly Bank Reconciliation Statement.
08. Maintain (Party wise) and Deduct VDS/TDS as per Govt. rules.
09. Prepare Monthly Inter Company Reconciliation.
10. Knowledge on database design and development.
11. Strong Data Analysis Skill in Excel.

2. Executive- Accounts & Finance (December 1, 2016 - December 31, 2016)

Nahar Agro Group

Company Location : Nahar Agro complex Ltd., 190, Jhautala Bazer, Khulshi, Chittagong.
Department: Accounts

Duties/Responsibilities:

1. Prepare monthly, quarterly, half yearly and annual Financial statements which consisted Statement of Cash flows, Statement of Comprehensive Income and Statement of Financial Position with notes to the Statements.
2. Various bills and voucher check and forward for payment.
3. Develop Chart of Accounts.

3. Assistant Programmer (February 2, 2012 - February 15, 2013)

CACTS LTD.

Company Location : 840-841, Baitul Aman Tower, Shyamoli, Dhaka
Department: Software

Duties/Responsibilities:

1. Develop various Oracle Applications using PL/SQL, SQL*Plus, Forms, Reports.
2. Assisted in design of tables, databases, forms, and reports; connected forms with Oracle Applications.
3. Gathered application requirements and provided design recommendations.
4. Helped design custom data models that integrated with Oracle Applications.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBS	Management	National University	Second Class, Marks :52%	2009	1 Years
B.Com (Honors)	Management	National University	Second Class, Marks :51%	2007	4 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Certificate in English Proficiency	CEP	North South University	Bangladesh	Dhaka	2018	03 Months
Introduction to Computer, Application Packages and Programming	MS Word, MS Excel (Advanced), MS Power point, MS Access	IDB-BISEW	Bangladesh	Dhaka	2010	3 Months

Professional Qualification:

Certification	Institute	Location	From	To
CA Course Completed: CA (CC)	Institute of Chartered Accountants of Bangladesh (ICAB)	Chittagong	December 1, 2013	November 1, 2016
Oracle Certified Professional(OCP)	Oracle Corporation	USA	August 7, 2010	November 24, 2011

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 20,000
Preferred Job Category : Accounting/Finance, IT/Telecommunication
Preferred District : Anywhere in Bangladesh.
Preferred Organization Types : Banks, Manufacturing (FMCG), Software Company

Specialization:

Strong data analysis skill in Excel.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

Personal Details :

Father"s Name : Abu Sufian
Mother"s Name : Rehana Akther
Date of Birth : December 31, 1986
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : House#65, Ward#2, Maijdee, Sudharam, Noakhali
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Sarwar Uddin FCA	Mr. Syed Ahamed FCA
Organization	: UHY Syful Shamsul Alam & Co.	Abul Khair Group
Designation	: Partner Yunusco City Centre (9th Floor)	Senior Manager
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Relation	: Professional	Professional
