

Last Updated : **October 30, 2018**

ANWARUL QUDDUS SIKDER

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Career Objective:

To serve in a responsible Accounting, Finance, Auditing position at a well-structured organization and successfully apply acquired professional and Interpersonal skills to enhance organizational efficiency.

Career Summary:

Current Job: Working at Green Life Group as Manager - Internal Auditor from July 2016 to till now.

Last Job : Worked at Masafi Group of companies as Manager (Finance & Accounts) from March 24, 2014 to July 2016.

Have 1 year & 10 Months of experience of working in MNC as a Manager (Finance & Accounts) at IIML-BD.

Past Experience: Have more than four years of working experience working in a Developer as a Project Manager at The New Al-Falah Syndicate Ltd and Miken Construction Co.

Special Qualification:

Possess strong interpersonal skills, high career aspiration and CAN-DO attitude, quick learning, able to work under pressure, hardworking, adopted to work long office time, organized and goal oriented. Used to with Tally, MS OFFICE & ERP softs,

Employment History:

Total Year of Experience : 9.8 Year(s)

1. **Manger (July 31, 2016 - Continuing)**

Green Life Group

Company Location : Tongabari, Ashulia, Dhaka

Department: Audit

Duties/Responsibilities:

Financial Auditing:

1. Checking of Negotiation, Realization, Master / Sales Contract, Margin (Short & Long Terms) etc statements with documents.
2. Checking of Sales, Challan Register, Invoice, Sales Contract etc.
3. Checking BTB L/C with documents with Cost Sheet, Master L/C / Sales Contract, Challan, P/I, Rate Quotation etc.
4. Shipment, Invoice, Realization with Bank Reconciliation.

Sales / Inventory:

5. Purchase, Issuing, Delivery & Inventory Register with Vouchers & Documents.

Salary & Wages:

6. Salary, wages and overhead calculation checking for factory and head office and area offices, Income Tax operation.

Costing:

7. Cost Sheet, Material & O/H Calculation Checking .

Accounts:

8. Checking Bills, Vouchers, Ledgers etc.

2. Manager (March 24, 2014 - July 30, 2016)**Masafi Group**

Company Location : Road 16/A, House 1/A, Gulsan -1, Dhaka -1212.

Department: Finance & Accounts

Duties/Responsibilities:

Monthly financial reporting for two sister concern of Masafi Group (Shirin Spinning Mills Ltd. & AB-R Spinning Mills Ltd. with below responsibility.

1. Accounting Voucher (Journal, Realization, Negotiation, Contra, Sales, LC Purchase, Cash & Bank Receive & Payment) Creation, Checking, Approving.
2. Journal (Provision, Sales, Fund, Asset, Liability, Consumption, Stock Transfer etc.) Posting & Checking to Tally (also updating for ERP Software), Budgeting, Bank Reconciliation etc.
3. A/DO Register, Challan Register, Sales Calculation, LC acceptance, Negotiation, Realization, Operations etc.
4. Purchase, Issuing & Production report analysis with physical inventory & valuation.
5. Management Reporting and Regulatory bodies of Government etc.
6. Salary, wages and overhead calculation and checking for factory and head office and area offices, Income Tax operation.
7. Material & O/H Calculation.
8. Challan preparation to return submission.

3. Manager (May 15, 2012 - February 17, 2014)**Intelligent Image Management Limited (IIML-BD)**

Company Location : H#200, R#2, Baridhara DOHS, Dhaka

Department: Accounts and Finance

Duties/Responsibilities:

1. Auditing : Accounts, Payroll,
2. Compliance : VAT & TAX Calculation and Return Submission.
3. Reporting : Bangladesh Bank, NBR and Management.
4. Payroll : Salary calculation of computer and data entry operators, TAX Calculation, Challan preparation to return submission (Quarterly, Half-yearly & Yearly).

4. Executive (February 1, 2012 - May 31, 2012)

Miken Constraction Co INC

Company Location : USA

Department: Accounts Receivable

Duties/Responsibilities:

Invoicing, As a Customer Support Executive of Kazi IT Center

5. Manager (November 8, 2008 - December 31, 2011)**New Al-Falah Syndicate Ltd**

Company Location : Naiorpul, Sylhet

Department: Project / Site

Duties/Responsibilities:

Petty Cash, Site, Store and Office Management

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBS (Accounting)	Accounting & Finance	National University	Second Class, Marks :58%	2009	1 Year	Knowledge
BBS (Accounting)	Accounting & Finance	National University	Second Class, Marks :52%	2008	4 Years	Knowledge
HSC	Science	Sylhet Education Board	CGPA:3.6 out of 5	2004	2 Years	Knowledge
SSC	Science	Sylhet Education Board	CGPA:4.13 out of 5	2001	10 Years	Knowledge

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Conversational English Course	Conversational English Course	Japan International Cooperation Agency (JICA)	Bangladesh	Department of Youth Development.	2004	Three Months
Livestock Cultivation and Vaccination Course	Livestock Cultivation and Vaccination Course	Department of Youth Development.	Bangladesh	Sylhet	2002	Three Months

Professional Qualification:

Certification	Institute	Location	From	To
Post Graduate Diploma in CSE	National Institute of Technology (NIT)	Panthapoth, Dhaka	December 1, 2010	December 31, 2011
Cost & Management Accountant (fl.) Pass	Institute of Cost & Management Accountants (ICMAB)	Katabon, Dhaka	July 1, 2010	December 31, 2011
Diploma in Computer Operating	Bangladesh Technical Education Board, Dhaka	Sylhet	March 1, 2001	May 31, 2001

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 55000
 Expected Salary : Tk. 30,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Anywhere in Bangladesh.
 Saudi Arabia, Sweden, United Kingdom, United States,
 Preferred Country : Australia, Canada, Singapore, United Arab Emirates, United States Virgin Islands
 Preferred Organization : IT Enabled Service, ISP, Engineering Firms, Buying House,
 Types : Airline, Electronic Equipment/Home Appliances, Group of Companies, Chemical Industries, Automobile, Cement Industry, Jute Goods/ Jute Yarn

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • CMA - part • M.Com. • Accounting Software • Auditing • MS Office 	Expert on MS Office (Word, Excel, Power Point, Front Page and Outlook), Internet, Networking and Management Reporting, Financial Reporting, Tally and ERP (Customize) etc.

Extra Curricular Activities:

Traveling, Reading Novels, and Playing Cricket, Football, Chess, Internet Surfing, etc.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengoli	High	High	High
English	High	High	High

Personal Details :

Father"s Name : Late Md. Abdul Quddus Sikder (Ex- PTC -Principal)
 Mother"s Name : Sayeda Shahana Begum
 Date of Birth : January 3, 1985
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : West Shahi Eidgah, Sylhet-3100.
 Current Location : Dhaka

Reference (s):

Reference: 01		Reference: 02
Name	: Mr. Sayed Ashraful Islam FCMA	Mrs. Ruxana Parvin ACMA
Organization	: Asrotex Group	Masafi Group
Designation	: Group CFO	General Manager (Accounts & Finance)
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Relation	: Professional	Professional

