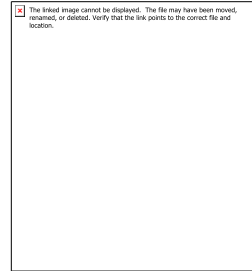


Applied For: **IT Executive (Sylhet)**

Last Updated : **July 10, 2018**

## **KAUSHIK DASH SENAPATI**

Address: Anabil 145(2nd Floor), Dupadigirpar, Sylhet-3100.  
Home Phone: 01716520020  
Office Phone :01709955405  
Mobile : 01914525252  
email:kaudash@gmail.com, latiftravels1962@gmail.com



### **Career Objective:**

Intend to work in a challenging environment where strong sense of responsibility and commitment are required.

### **Career Summary:**

Accountant with more than 4 years of Finance and Accounting experience. Expertise in preparing financial statements, monitoring daily cash transactions, developing annual budgets, and recording all financial activities. A remarkable experience of working in accounts department in different international funded projects.

### **Special Qualification:**

Achievement Experience in Finance & Accounts .

### **Employment History:**

**Total Year of Experience : 10.2 Year(s)**

#### **1. Senior Accounts Officer. ( February 1, 2017 - Continuing)**

##### **Latif Travels (Pvt.) Ltd.**

Company Location : East Zindabazar, Sylhet.

Department: Accounts

##### **Duties/Responsibilities:**

Tally Software Posting, Cash Handling, Ledger Maintaing.

#### **2. Asst. Finance & Admin Officer ( May 5, 2014 - January 31, 2017)**

##### **SHIMANTIK**

Company Location : MaMoni HSS Project Office, Madhabpur Upazila, Habiganj.

Department: Finance & Admin

##### **Duties/Responsibilities:**

Tally software, Petty Cash Maintain, Preparing Top Sheet for Adjustment, Prepare Monthly Salary Sheet, Party Ledger, Fixed Assets Inventory, Prepare Budge & Controlling, Logistics Supply, Bank Reconciliation, Financial Report, Maintaining Various Bill, Maintaining VAT Tax Related Activities, Documentation, Etc.

3. **Asst. Officer, Accounts ( December 28, 2011 - May 4, 2014)**

**BRAC**

Company Location : BRAC, Upazila Development Office, Kamalkhani, Baniachong, Habiganj.

Department: Finance & Accounts

**Duties/Responsibilities:**

working with Ascend Banking software ,Cash Handling, Prepare Salary Sheet, Cash Requisition, Fixed Assets Inventory, Bank Reconciliation, Documentation, Cash Withdrawn & Deposit, Financial Report, Etc.

4. **Executive, Sales & Customer Care ( October 27, 2007 - December 31, 2009)**

**Ashraf Distribution**

Company Location : Banglalink Point, Mohammadpur

Department: Customer Care

**Duties/Responsibilities:**

Maintaining Customer Problem & Overcome Stock Maintain, Product Requisition , Financial Report, Etc.

5. **Executive, Accounts & Finance ( June 22, 2006 - September 5, 2007)**

**Agrani Communications**

Company Location : Banglalink Point, Moghbazar

Department: Finance & Accounts

**Duties/Responsibilities:**

Cash Handling, Prepare Salary, Fixed Assets Inventory, Financial Report, Etc.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Com	Management	National University	Second Class, Marks :46%	2000	1	Knowledge of Management & Financial
B.Com(Hon` s)	Management	National University	Second Class, Marks :52%	1999	3	Knowledge of Management & Financial
HSC	Science	Sylhet Govt. College	Second Division, Marks :58%	1995	2	Science Knowledge
SSC	Science	Nabiganj J.K. High School, Nabuganj,Habiganj	First Division, Marks :69%	1993	2	Science Knowledge

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
BRAC Approaches to Comprehensive Development Training (BACD).	Comprehensive Development , Education, Health, Economic Etc	BRAC	Bangladesh	Sreemongal, Moulvibazar	2012	6 Days

BRAC Field Offices Finance & Accounts Management Training.	Finance & Accounts Management Training	BRAC	Bangladesh	BRAC Learning Center,Uttara ,Dhaka	2012	6 Days
Banglalink Point Basic Training Program	Better Customer Service Way.....	Banglalink Training & Development Department	Bangladesh	BANGLALINK, Tiger's Den, Gulshan-1, Dhaka-1212.	2008	5 Days
Basic Computer Training.	Basic Computer Training on MS-Office Internet & Email	BIAMBIAM, (Bangladesh Institute of Administration and Management)	Bangladesh	Eskaton, Dhaka,	2005	15 Days

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 22000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Accounting/Finance, HR/Org. Development  
 Preferred District : Sylhet  
 Preferred Organization Types : Banks, NGO, Share Brokerage/ Securities House

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>M.Com.</li> </ul>	Accounts & Finance

### **Extra Curricular Activities:**

Playing Cricket, Blood Donation..

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	Medium	Medium	Medium
Enlish	Medium	Medium	Medium

### **Personal Details :**

Father's Name : Late Kamana Sindhu Dash Senapati  
 Mother's Name : Aroti Rani Dash  
 Date of Birth : March 11, 1977  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Hindu  
 Permanent Address : Vill:Shibapasha, P.O + P.S : Nabiganj, Dist.: Habiganj,

Current Location : Habiganj

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Kazi Md. Hodayun Kabir	Md. Jalal uddin
Organization	: SHIMANTIK	SHIMANTIK
Designation	: Deputy Executive Director (DED)	Upazila Coordinator
Address	: SHIMANTIK, Shimantik Complex, Shahjalal Upashahor, Sylhet-3100.	SHIMANTIK - MaMoni HSS Office 2nd Floor, Madhabpur, (Near Susan Pump), Dist: Habiganj.
Phone (Off.)	: 01711-983186	
Phone (Res.)	:	
Mobile	: 01711-983186	01715932287
EMail	: homayun.shimantik@gmail.com	juddin72@gmail.com
Relation	: Professional	Professional