

**RESUME
OF
TUSHER KUMAR BISWAS**



Personal Information:

Name: Tusher Kumar Biswas.

Present Address: Heritage Lake View, H#15/8(7th floor), R#1, Kallyanpur, Mirpur, Dhaka-1207.

Email: tusherbiswascma@gmail.com

Cont.Num: 01714395939, 01572242689

Career Objective:

ICMAB (Partly Qualified) with a post graduate degree in Finance and more than 7+ years' experience in the field of Accounts & Finance is looking for the opportunity to become an Accountant and Financial services. To obtain an Accounts and Finance position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career with responsibility and faithful manners.

Strengths:

- ✦ 7+ years' work experience,
- ✦ Great communicator & Displays leadership on the job.
- ✦ Trustworthy.
- ✦ Professional conduct at work.

Professional Experience:

✦ Name of Organization: **Builders Group of Industries.**

Duration: 20th September, 2018 to Continue.

Type of Organization: Group of Company.

Position: Asst. Manager (Accounts & Finance).

Major responsibilities and task performed

- ✦ Lead overall financial management of the project, financial reporting, budgeting, human resources and procurement management
- ✦ Manage and improve accounting systems (budget framework, collation and reconciliation, periodic management accounting reports, variance and forecasts)
- ✦ Manage and improve the day-to-day administrative and financial operations
- ✦ Assist the financial director in creating financial reports on a regular basis;
- ✦ Supervising and liaison with tax and VAT related stakeholders and ensuring timely submission of return. Expected sound knowledge on tax and VAT laws;
- ✦ Installments, staff salaries, utility bills and any other payment. & maintain/ Making all sort of accounting entries in Software.
- ✦ Preparation of financial statement, implementation of IAS & IFRS rules in financial reporting using ERP software
- ✦ Accounts & Finance, Cash/Fund Management, Problem Solving Attitude, Business Oriented, Meet the compliance and Legal Issue, Etc.

✦ Name of Organization: **Novem Ltd.**

Duration: 1st January, 2017 to 31st March, 2018.

Type of Organization: ECO-RESORT

Position: Manager (Accounts & Finance).

Major responsibilities and task performed

- ✦ Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- ✦ Ensure an accurate and timely monthly, quarterly and year end close.
- ✦ Ensure the timely reporting of all monthly financial information.
- ✦ Assist the Controller in the daily banking requirements.
- ✦ Ensure the accurate and timely processing of positive pay transactions.
- ✦ Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- ✦ Supports budget and forecasting activities.
- ✦ Collaborates with the other finance department managers to support overall department goals and objectives.
- ✦ Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- ✦ Supervising and liaison with tax and VAT related stakeholders and ensuring timely submission of return. Expected sound knowledge on tax and VAT laws;
- ✦ To ensure timely payment of all Govt. dues, Agent/suppliers payments, Bank
- ✦ Installments, staff salaries, utility bills and any other payment. & maintain/ Making all sort of accounting entries in Software.
- ✦ Avoid legal challenges by complying with legal requirements,
- ✦ Preparation of financial statement, implementation of IAS & IFRS rules in financial reporting using ERP software
- ✦ Control costs to ensure that expenditures are being managed in line with budgets.

✦ Name of Organization: **Orient Trading & Builders Ltd.**

Duration: 1st July, 2015 to 15th September, 2016.

Type of Organization: Construction (Roads & Highway)

Position: Accounts Executive.

Major responsibilities and task performed

- ✦ Use Accounting Software (Tally).
- ✦ Maintain Daily Accounts, Weekly Accounts & Monthly at a glance report.
- ✦ Prepare financial reports and statements for the management.
- ✦ Prepare and Monitor accounts payables & accounts receivables.
- ✦ Calculate employee salaries, deductions and contributions and enter payroll information into the computerized accounting system.
- ✦ Review disbursements voucher, cash receipts, general vouchers and submit audit reports as demand basis.
- ✦ Handle all banking and corresponding with bank and other regulatory body.

✦ Name of Organization: **Voluntary Organization for Rural Development (VORD)**

Duration: 1st March, 2011 to 21st May, 2015.

Funded by: USAID, PHD

Project Name: TBCARE II, Microcredit.

Position: Accounts and Admin Officer, Finance Officer

Major Responsibilities and task performed

- ✦ Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- ✦ Ensure an accurate and timely monthly, quarterly and year end close.
- ✦ Ensure the timely reporting of all monthly financial information.
- ✦ Assist the Controller in the daily banking requirements.
- ✦ Ensure the accurate and timely processing of positive pay transactions.

- ✦ Calculate employee salaries, deductions and contributions and enter payroll information into the computerized accounting system Off USAID TB CARE II PROJECT.
- ✦ Prepare procurement plan and procured as per plan maintaining organizational procurement procedure for repair, maintenance, stationary and fixed assets.
- ✦ Prepare relevant document and facilitate in external audit.
- ✦ Serve on the Project Core Management Team and contribute to the strategic and operational aspects of the project and advising on and steering new developments in the project
- ✦ Liaise with donors and GoB as and when required regarding compliance and financial issues
- ✦ Maintaining an effective relationship with the country offices/Donor/NGOs as well as the clients.
- ✦ Maintain Store (Keep register, material receive and issue) and prepare yearly physical inventory report.

Academic Qualification:

- ✦ Master of Business Administration (MBA) in Finance of Northern University of Bangladesh at 2011- 12.
- ✦ Bachelor of Business Administration (BBA) in Finance of South-East University of Bangladesh at 2006-10.
- ✦ Higher Secondary College Certificate (HSC) in Commerce of Pangsha College at 2003-05.
- ✦ Secondary School Certificate (SSC) in Science of Pangsha George (Pilot) High School at 2002-03.

Professional Qualification:

- ✦ Partly Qualified of Institute of Cost & Management Accounting of Bangladesh (ICMAB) since January 2012.

Special Skills:

- ✦ I am able to drive any kind of motor cycle.
- ✦ Valid motor cycle driving licenses no RB0008137CL0000 as validity till by 17th June, 2025.
- ✦ Ability to works efficiently under pressure with rural people.
- ✦ Skill is community mobilization, capacity building and empowerment.
- ✦ Ability to communicate with local government bodies and others.
- ✦ Training center move up, food and accommodation facilitation arrange.
- ✦ Using ability of Internet, Scanner, Computer and Photocopy Machine.
- ✦ Have adequate knowledge of Internet using, MS office (Word, excel, power point, access). Ecommerce, SAP, Oracle and Tally.

Extra-curricular Activities:

- ✦ Arranged several programs in university as well as in college including job seminars cultural programs.
- ✦ Member of cricket team, BBA Department at SEU.
- ✦ Participated in stage drama sin cultural program at SEU.
- ✦ Actively participate in anchoring, team management, and different competitions as well as work in planning and executing team to organize several workshop and seminar.

Language Proficiency:

- ✦ Bangla - Mother tongue.
- ✦ English - Fluent written and spoken.
- ✦ Hindi – Understand.

Interest:

- ✦ Traveling
- ✦ Gossiping
- ✦ Listening Music
- ✦ Swimming

Personal information:

- ✦ Fathers Name: Tapan Kumar Biswas.
- ✦ Mothers Name: Saroswati Biswas.
- ✦ Permanent Address: Village-Kurapara, Post Office - Pangsha, Police Station- Pangsha,, District-Rajbari,,Pangsha- 7720.
- ✦ Date of Birth: 9th February,1988.
- ✦ Nationality: Bangladeshi.
- ✦ NID: 8227305434326
- ✦ Gender: Male
- ✦ Religion: Hindu.
- ✦ Marital Status: Married.
- ✦ Blood Group: B+

References:

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Declaration:

I hereby solemnly and sincerely declare that to the best of my knowledge and belief, all the above furnished particulars are true, correct and complete and nothing has been concealed.



Tusher Kumar Biswas

Date: 22.01.2020