

MD. SABBIR RAHMAN BHUIYAN

Burumdi Cottage, House No: 719, Alif Nagar, East Badda, Dhaka.

Contact: +8801717386617

E-mail: sabbir.edf@gmail.com

**CARRER OBJECTIVE**

To gather working experience and to develop a good career in the private sector by drawing upon my communication, and interpersonal skills, learning from experience and being open to core values of clear thinking, conscious action and fruitful engagement.

EMPLOYMENT HISTORY

Senior Executive Accounts at One Zero Zero Ltd (June 02, 2019-March 30, 2021)**Duties and Responsibilities:**

- Receivable Management
- Payable Management
- Sales Person Incentive
- Bill Payment
- Cash Management
- Bank Reconciliation
- Internal Audit

Officer F&A at Asian Consumer Care Pvt Ltd (Dabur) (January 18, 2018-May 31, 2019)**Duties and Responsibilities:**

- Accounts Receivable
- Stockiest (Distributor) Management
- Budget Forecast
- Claim Settlement
- Sales Person Incentive
- Sales Person Salary & Travel Expense
- Fund Flow Maintain and Forecast
- VAT & TAX
- Work in **SAP**

Finance Executive at P&G Bangladesh (pvt) Limited (April 10, 2017-January 17, 2018)**Duties and Responsibilities:**

- Accounts Payable
- Vendor Management
- Treasury

- Vendor Budget Forecast
- Fund Flow Maintain and Forecast
- VAT & TAX
- Fixed Asset Register
- Work in **SAP**

Finance Assistant at Edotco Bangladesh Co.Ltd (June 19, 2015 – April 9, 2017)

Duties and Responsibilities:

- Site Audit and Asset Reconciliation Project (**SAARP**) Supervisor
- **Fixed Asset Register (FAR)** update project Supervisor
- Fixed Asset Reconciliation and Consolidation
- Daily Staff Performance Reporting
- Asset Valuation
- Ware House Inventory Reporting
- Asset Disposal
- Asset Write-off
- Maintaining Liaison with Operation Team
- Asset Transfer
- Work in **SAP**

Intern at Banglalink Digital Communication Limited (January 2014 – May, 2014)

Duties and Responsibilities:

- Worked on Service Application Form (**SAF**)
- Managing customer information in **SAP**
- SIM Activation
- Maintaining Liaison with company sales executives
- Worked in Customer Care Department (**CCD**).

EDUCATION

2016	Chartered Institute of Management Accountants (CIMA), Operational Level (L1), Enrolled
2015	Bachelor of Business Administration (BBA), BRAC University, Major: Finance and Accounting, Current CGPA: 3.06 (Out of 4.00)
2014	Internship in Banglalink Digital Communication Ltd
2009	Higher Secondary School Certificate (HSC) from Dhaka City College, Dhaka Group: Business Studies, GPA: 4.80 (Out of 5.00)
2007	Secondary School Certificate (SSC) from Motijheel Ideal School and College, Dhaka Group: Business Studies, GPA: 4.75 (Out of 5.00)

SUMMARY OF QUALIFICATION

- Implications of past and present information and experience for solving problem and making decision to achieve success.
- Reliable and responsible to handle any challenging situation for betterment of organization.

SKILLS

- **Computer:** Microsoft Office (Word, Excel, Power Point, Access), SAP, SPSS V17.0, Internet Browsing, Computer Troubleshooting.
- **Language:** Fluent both writing and speaking in English & Bengali Language.

CERTIFICATES

- “Career Prospects in Supply Chain Management (7th April,2013)”(Organizer)
- "Social Business" (12th July, 2012) speaker Nobel laureate Professor Muhammad Yunus (Organizer)
- Agrani Bank Ltd Good Performance Certificate in both HSC and SSC

TRAINING AND WORKSHOP

- SAP Training On FICO and Sales Module, Asian Consumer care Private Limited (Dabur) (2019)
- Professional Skill Development Program (PSDP), BRAC University. (Spring 2013)
- Seven Sessions of 'Entrepreneur Speaks' Seminar (in different semesters)
- Residential semester at Training and Resource Centre (TARC) BRAC University Savar campus, (Spring 2010)

EXTRA CURRICULAR ACTIVITIES

- President Entrepreneurship Development Forum, BRAC University (From September 2013 to March 2014)
- Vice President Entrepreneurship Development Forum, BRAC University (From September 2012 to September 2013)
- Organized Pepsi Business Case Competition (19th July, 2012)
- Organized a seminar on “China Bangladesh Relationship and Chinese Economy (Fall 2012)”

INTEREST AND HOBBIES

Gather knowledge about new technologies, watching news, net surfing to gather information about different things, listening music and travelling.

PERSONAL INFORMATION

Father's Name : Md. Abu Baker Bhuiyan
Mother's Name : Shamsun Nahar
Spouse Name : Maria Akter Metu
Mailing Address : Burumdi Cottage, House No: 719, Alif Nagar, East Badda, Dhaka- 1212
Permanent Address : Burumdi Cottage, House No: 719, Alif Nagar, East Badda, Dhaka- 1212
Date of Birth : August 23rd, 1992
Nationality : Bangladeshi (by birth)
Marital Status : Married
Religion : Muslim

REFERENCES

Md. Nazmul Haque Bhuiyan
Co-founder & Director
One Zero Zero Limited
Email: nazmul@onezerozero.net
Cell: +880-1970197979

Golam Sadak Khondakar
Assistant Vice President
Finance and Accounts Division
United Commercial Bank Limited
Email: golam.kondakar@ucb.com.bd
Cell: +8801871006710

DECLARATION

I, the undersigned, do hereby declare that to the best of my knowledge and belief, all the above information that describe I, my knowledge, qualification and expertise are correct and complete.



Md. Sabbir Rahman Bhuiyan