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**HALDER ROBERT NOEL THOMAS– (Bobby)**

Contact: House No: 12/ Uma (2nd floor)

Shamolly Road No: 2 (Opposite to Shamolly hall) Dhaka

**Mobile: 0173-1730-456**

**NID: 463 234 6641**

E-mail: [thomashalder65@gmail.com](mailto:thomashalder65@gmail.com)

**Core Competency**

* Accounting expertise
* Preparing Balance Sheet with
* Financial Statements
* Arrange Financing local
* Internal Audit and Investigation expertise
* Better English language skill (Reading, Writing and Speaking)
* Knowledge about International trade of (textile and garments) with Commercial and banking
* Business communication skill with local and international Principals and Clients both written and spoken
* Having more than 25 years of experience in Finance Accounts including Commercial Departments with Multinational companies and Grameen Family.

**Work Experience**

**HALDER’S**

**Financials**

(An Accounting Consultancy House)

**Financial Consultant**

Present Employer since January 2007 till date

Responsible for Accounts and Accounts related all jobs like

Doing Accounts in Excel program

Balance sheet preparation,

Bank reconciliation

Preparing all sorts of Journal Vouchers as and when required

Deal Audit teams External on behalf of our clients

Prepared Accounts for Income Tax Authority

Prepared projected Financial Statements for loan (Overseas)

All sorts of communications required

**The Gonophone Bangladesh Ltd**

(An ISP Company)

**AGM - Internal Audit**

**August 2001- December 2006**

Responsibilities: Fully responsible for

Internal Audit of the Accounts

Maintaining VAT Accounts

Facing External Auditors and

Overseas Communications

I Operated Accounting software Tally.

**The Grameen Uddog**

**(A concern of Grameen Bank)**

**Manager Accounts & Finance:**

**September, 1994 - July, 2001**

Responsibilities: Prepared vouchers and maintained Accounts

Prepared Clean Cash book for General Ledger figure posting

Preparation of Statement of Affairs

Visited branch and units for Internal Auditing

Introduced Accounting System for Sales Centre project

Overseen local sales Centre

I did overseas communications for export of fabrics.

**The Fashion Zone Ltd,**

**(An export oriented Garments Company)**

**Office Manager:**

**February, 1992 - August, 1994**

Responsibilities: Prepared Accounts,

Jobs related to opening of L/C for import,

Handled Stock lot garments export

Involved in clearing and forwarding of goods,

Dealt with Export L/C,

Dealt with foreign buyers, and

Dealt with foreign and local suppliers,

Dealt with C&F agents, and

Deal with banking job.

Marketing of Textile Garments-overseas

**Education & Internship**

* More than one year hands-on training on Commercial job with the GEC of Bangladesh Ltd, Dhaka in 1983.
* Done 3 months Beginners’ English Language Course in the year 1981 from the YMCA, Dhaka, Bangladesh.

- Chartered Accountancy Course Completed (CACC) from HODA VASI CHOWDHURY & COMPANY, CHARTERED ACCOUNTANTS, Dhaka in 1989 (later left the firm by end January 1992).

- Graduate in Commerce under the Dhaka University in 1985 in the Second Division from the Dhaka City College.

- HSC from the Notre Dame College, Dhaka from Dhaka Board in 1983 in the Second Division

- SSC from the Oxford Mission High School, Barisal in 1981 under the board of Jessore in the First Division and obtained three letter marks in the subjects

- Mathematics

- Book-Keeping &

- Typing

**Personal Information**

* **Father’s Name**: Late Peter P Halder (Passed away in 2014)
* **Mother’s Name**: Late Easter Abira Halder (Passed away in 1993)
* **Nationality**: Bangladeshi by born
* **Marital Status**: Married
* **Father of a son –** Studying CS&E at the U-LAB Private University, Dhaka, Bangladesh
* **Religion:** Christianity
* **Date of birth & place:** December 16, 1965, Dhaka as per records.

**Other Skills**

* Can operate Tally Accounting Software

**References**

**Md. Rafiqul Islam**

**Head of Accounts**

RANS Realstate Ltd

Dhaka

**Phone 0171-3185-735**

**Mr. M. M. Hassan (FCA)**

Sr. Partner

HODA VASI CHOWDHURY & CO

Chartered Accountants

7-9 Karwan Bazar

Dhaka – 1000

Phone: 880-2-8155897

Cell: 01711619943

E-mail: hassan@hodavasi.com

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