

MD. SAKIB KHAN

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Career Objective:

To build a long term career in Management with opportunities for career growth. To enhance my educational and professional skills in a stable and dynamic workplace. To solve problems in a creative and effective manner in a challenging position.

Career Summary:

Accomplished executive with a proven ability to develop and implement Accounts strategies that support business and financial objectives.

Special Qualification:

1. Ability to work in a fast-paced, intense environment smoothly. 2. Well-groomed appearance. 3. Polite, respectful, and courteous manners.

Employment History:

Total Year of Experience : 7.6 Year(s)

1. **Executive, Accounts & Admin (January 2, 2021 - Continuing)**

Techgenix
Company Location : Uttara, Dhaka
Department: Administration

Duties/Responsibilities:

1. Cost control and monitoring daily cash expenses;
2. Ensuring that financial reports and supporting schedules/verification of daily voucher/ documents are produced for audit, as per Management;
3. Timely and accurate recording of all financial transactions in line with organizational system.
4. Daily reporting to superior authority / management.
5. Providing financial analysis and recommendations for management decision.
6. Ensuring timely and accurate preparation of financial information.
7. Maintaining banking functions independently, keeping liaison with our partners and banks for financial issues.
8. Maintaining the administrative issues.

2. **Accountant (Head Office) (November 2, 2019 - December 31, 2020)**

Green Gold Agro Products Ltd.
Company Location : Uttara, Dhaka
Department: Accounts

Duties/Responsibilities:

1. Check and verify all bills, vouchers for ensuring accuracy of accounting.
2. Transacting, monitoring, controlling all kinds of bills and vouchers etc.
3. Prepare daily cash book.
4. Maintain Ledger.
5. Keep the Head of Accounts informed of any unauthorized transaction.
6. Petty Cash handling.
7. Managing Banking Activities & Reconcile Bank Ledger with Ledger of Accounts Dept.
8. Preparing salary statement.
9. Preparing monthly Budget.
10. Controlling factory Accounts weekly.

3. **Assistant Accountants (July 16, 2018 - May 31, 2019)**

Greentouch Corporation Ltd.
Company Location : Uttara, Dhaka
Department: Accounts

Duties/Responsibilities:

1. Check and verify all bills, vouchers for ensuring accuracy of accounting.
2. Transacting, monitoring, controlling all kinds of bills and vouchers etc.
3. Prepare daily cash book.
4. Maintain Ledger.
5. Keep the Head of Accounts informed of any unauthorized transaction.
6. Petty Cash handling.
7. Managing Banking Activities & Reconcile Bank Ledger with Ledger of Accounts Dept.
8. Preparing salary statement.

4. **Assistant Teacher. (March 1, 2015 - May 31, 2018)**

Darul Islah
Company Location : Uttara, Dhaka
Department: General Teacher.

5. **Co-Founder (January 1, 2012 - February 28, 2014)**

Knowledge Point Coaching Center

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Administration (BBA)	Accounting	Govt. Tongi College	CGPA:2.68 out of 4	2016	4
PGDSDM	Sales & Digital Marketing	Academy of Business Professionals	Appeared	2020	1
HSC	Business Studies	Govt. Tongi College	CGPA:4.1 out of 5	2011	2
SSC	Business Studies	H.R.H Prince Aga Khan High School training table training table	CGPA:4.63 out of 5	2009	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Urban Community Volunteer	Volunteer and Rescue	Fire Service and Civil Defence	Bangladesh	Tongi Fire Station	2015	1
Computer Course	MS Office	Shuchona IT Solution Professional Qualification	Bangladesh Professional Qualification	Tongi Professional Qualification table	2014	6 Month

Professional Qualification:

Certification	Institute	Location	From	To
Soft Skill Development	Academy of Business Professionals and Future Leaders Career and Application Information table Career and Application Information table	Panthapath Dhaka	July 13, 2019	July 14, 2019

Career and Application Information:

Preferred Job Category	: Accounting/Finance, Garments/Textile, NGO/Development
Looking For	: Entry Level Job
Available For	: Full Time
Preferred District	: Dhaka, Faridpur, Gazipur, Khulna
Preferred Country	: Saudi Arabia, Turkey Specialization table Specialization table

Specialization:

Fields of Specialization	Description
• Microsoft Excel	
• Finance	
• Administration	Accounting & Finance
	Extra Curricular Activities
	Extra Curricular Activities:

Extra Curricular Activities:

Microsoft Office	Language Proficiency table
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Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details table
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Personal Details :

Father's Name	: Md. Kamal Khan
Mother's Name	: Mrs. Shima Khatun
Date of Birth	: November 26, 1994
Gender	: Male
Marital Status	: Single
Nationality	: Bangladeshi

National Id No. : 6881916842
Religion : Islam
Permanent Address : Goal Chamot Colony, Faridpur Sadar, Faridpur Sadar, Faridpur 7800
Current Location : Gazipur

Reference table

Reference (s):

	Reference: 01	Reference: 02
Name	: Muhammadullah Tusher	Advocate Raushan Ara
Organization	: HBL Bangladesh	National Land Zoning Project
Designation	: Manager Sourcing And PD-India Bangladesh	Project Manager
Address	: Mohammadpur, Dhaka	Gate: 3, Monipuri Para, Farmgate, Dhaka.
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E-Mail	: Tusherkhulna@yahoo.com	janataentr@gmail.com
Relation	: Relative	Relative