**LAWRENCE SUPHAL SARKAR**

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**Chronological resume with my job duties**:

1. **Accounts & Finance Officer** from 01/01/2009 to 03/31/2010

ATICLE 19-Bangladesh an International NGO, UK. Last Salary: 1200/month.

**Reason for leave:** Immigrated to USA

**Key Tasks:**

* Maintained and prepared all kinds of financial documents, books of accounts including cash book, ledger, journal, advance, bank register/reconciliation, Assets, Payroll, bookkeeping, vouching etc. Carried out project financial transactions and tasks such as payment of authorized invoices, cash advance, etc
* Maintained overall project finance records and all project related financial documentation including assets, cash and cheque books.
* Assessment regular partner expenditure reports, receipts, including regular checks and monitoring of financial practice of partners and sub-partners.
* Prepared, monitored and revision of budget as necessary and variance analysis.
* Maintained a petty cash system including monthly reconciliation and bank reconciliation. Arrange for procurement and logistics support.
* Prepared monthly, quarterly and other financial reports. Contributed to the project monitoring and evaluation process through appropriate provision of financial reports, information and analysis.
* Contributed to the submission of new proposals by preparing budgets and providing financial information and analysis.
* Liaised and communicated with partner organization and HQ to call forward budget, to access project funds and to arrange funds transfer.
* Developed effective, simple and transparent financial procedures and systems including financial and administrative guideline and policies and reviewing contracts and MOUs. Carrying and overseeing different kinds audits (internal, external, donor etc). Assessed financial management capacity of partner and sub-partner organization, and capacity building needs to facilitate coaching and training as appropriate.

1. **Manager-Internal Control of Finance and Administration** from 12/01/2007 to 12/31/2008

Aparajeyo-Bangladesh a National NGO working with Child rights. Last Salary: 700/month

Reason for Leave: Find better opportunity

**Key Tasks**:

* Provide high standard of financial/accounting and control with overall. To directed and guidance to the budgeting process, budgetary control. Ensured budget, financial reports and statement for internal and external requirements.
* To control the projects/sectors budget and prepare analytical data on expenditure and income on monthly basis. To guide and advise relevant project personnel in finance and accounting and also ensure proper training. To ensure internal control procedures are exists and followed.
* To ensure that the books and accounts are maintained properly and updated in time. Controlled and verified and check the daily cash and bank transactions. To ensure the verification of bills, invoices, payments, supporting documents. To ensure the salary bills are prepared and staffs are paid in right time. Ensured the day-to-day cash flow, regular payment of utilities, tax etc.
* To ensured the program assets records are correctly maintained and updated. Prepared final accounts for the external auditors and to ensure that the external audit is accomplished with the time limit.
* To prepared and implemented annual action plan on financial management in accordance with the overall objectives and priorities identified in the 5 year strategic plan. To undertake appropriate responsibilities in relation to recruitment or dismissal of staff. To developed the financial and administration policies.

1. **Administrative and Accounts Officer** from 01/01/2006 to 11/30/2007

SAP-Bangladesh a National NGO. Last Salary: 600/Month. Reason for Leave: Project closed.

**Key Tasks:**

* Maintained and prepared all kinds of books of accounts, register, banking, payments, bookkeeping, General Ledger, Journal entries, Accounts Payable, Accounts Receivable, Bank reconciliation, Budget preparation, Budget variances, Call forward budget, cash flow statement, fund disbursement. Prepared financial reports on monthly, quarterly and yearly basis.
* Overseeing and arrange for External audit, prepare report for auditors.
* Arrange for purchasing procurement, supplies etc.
* Checking and oversee the financial reports of partners organization.
* Prepared Budget of the organization, various project and branch offices.
* Supervise accounts and accounting staff. To ensure that books of accounts are properly maintained and updated. Ensured proper implementation of the procurement policy. Prepared/check-up approve of vouchers as per accounting policy.
* Ensured efficient fund management of the organization.
* Ensured proper management of inventory and keep update record.

1. **Program Support Manager** from 08/01/2003 to 10/31/2005

CONCERN UNIVERSAL an International NGO, UK. Last Salary: 600/month.

Reason for Leave: Program Closed

**Key Tasks:**

* Maintain books of accounts and records. Prepare payroll, inventory of assets, depreciation of assets, leases of office and residence, utilities, phone/fax, consumable and non consumable items purchase. Handle cash. Prepare for payments by cheque or cash with the supporting documents of expenditure.
* Prepare monthly financial reports, monthly bank reconciliation.
* Prepared reports of External audits.
* Prepared general Ledger, Journal entries, bookkeeping. Entry proper data.
* Arrange for purchasing any materials for office and program and projects.
* Prepare annual budget and budget variance. Cash flow statement.
* Arrange for Travel, meeting, seminar, workshop and support of logistics.
* Supervise the support staff. Performed Leadership role of the organization.
* Liaised and communicate with other NGO, CBOS, Bank, Donors.

1. **Coordinator Finance** from 01/01/1997 to 06/31/2003

PRIP TRUST a National NGO (previous is PACT-Bangladesh). Last Salary: 800/Month

Reason for Leave: Organization Closed.

**Key Tasks:**

* Prepared and maintained books of accounts, General Ledger, Journal entries, bookkeeping, cash book, handle cash and petty cash, bank reconciliation.
* Prepared payrolls, inventory of assets, leases of office, staff house, provident fund, gratuity, utilities, contracts of staff, consumable and non-consumable purchase.
* Arranged for purchasing of capital items and supplies. Supervised of staff, office maintenance, and vehicle log book. Experienced in GAAP.
* Prepared cheques and the supporting documents for cheque transaction.
* Maintain records of grants, contracts and master control sheets.
* Prepared monthly, quarterly and yearly financial closed out reports.
* Prepared Cash flow and call forward statements. Request for fund from HQ.
* Prepared and assist for yearly budget. Prepared budget variances and budget reallocation. Assets depreciation. Books of accounts are properly maintained and updated.
* Provided high standard of financial accounting and control with overall responsibility of the function. Supervised and conducted training for financial staff of partners’ organization.
* Checking and verified the financial reports of partners’ organization.
* Checking and review the books of accounts of partners organization.
* Financial data entry in the computers. Experience USAID OMB Circular-A-110, A-122, A-133.
* Coordinate and liaise with Donors, Bank, NGO, Govt. and other organization.
* Manage and control internal and external of financial records.
* Prepared and review of financial and Administration policies.
* Ensure efficient fund management, inventory and procurement.
* Arranged for meeting, workshop, seminar and logistics support.
* Preserve and maintain all the accounting related documents.
* Implementation of the recommendations made by auditors/evaluators.

1. **Assistant Manager-Finance and Administration** from 04/01/1989 to 12/31/1996

PACT-Bangladesh an International NGO, USAID

**Key Tasks**: SAME AS ABOVE of Coordinator of Finance

1. **Office Manager** from 11/1/1979 to 03/31/1989Family Planning and Agriculture and then **Administrative Officer**- Job Creation Program. Last Salary: 400/month.

Mennonite Central Committee (MCC) an International NGO based in USA and CANADA.

Reason for Leave: Get better opportunity.

**Key Tasks**:

* Maintained and prepare books of accounts, General Ledger, Journal entries, Payroll, Fixed assets, Bank reconciliation, and payments by cash or cheque.
* Arranged for purchasing assets, supplies, logistics support.
* Supervise supporting staff. Training to staff. Arranged for hire staff, interview, and appointment. Induction of new hire staff.
* Prepared monthly financial reports. Prepared call forward and cash flow statement.
* Arranged for travel and payment of travel advances and adjusted.
* Reconciliation advances and loans.
* Conduct and arrange for inventory counts, cash counts and check of books.
* Handle petty cash. Checking supporting documents.
* Prepared annual budget, budget variances.
* Maintain Ledger and sub-ledger. Keep records of sub-grants and contract payments.
* Payments of all bills.

**Education:** Bachelor Degree in Commerce (Accounting, Finance, Banking, Auditing, Management,) Rajshahi University, Bangladesh

**References**: Upon Request will be provided.

**Training**: Attended many training/Workshop and Seminar on Financial Management.