**RESUME OF LAWRENCE SUPHAL SARKAR**

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Present Designation : None

Year with INGO, NGO/Entity : Several Years

**Career Objectives**: Serve in a high level accounting, Finance, HR, Administration, Gant Management, Financial Monitoring and Review positions of a reputed development International NGO and National NGO in order to be a part of the development of the grassroots people.

**Computer Literacy**: Microsoft offices, windows, word, excel spreadsheet, PowerPoint presentation, and Internet browsing and electronics communication.

**Key Competencies and professional Accomplish**:

Maintain high standard accounting and other standard accounting systems, excel, financial information systems (FIS). Have vast experiences with Management, Administration, accounting, Finances, human Resources, Bookkeeping, fund Management, payroll, banking, A/C receivable and payable, Logistics support and Fixed Assets Management. More experience gathers and conduct training to different organization, gather in financial management training in abroad and domestic. Experiences in tracking financial indicators, monitoring and review. Ability to preparing manual of financial, & administration, procurement and Provident Fund. Have more communication skills with different NGOs, INGOs, Donors, and CBOs. Worked with funded by DFID, TDH-Italy, Comic Relief- UK, Childhope- UK, Group Development- France, Shapla Neer – Japan, Concern Worldwide-UK, UNICEF, Laser Foundation-Canada, Plan-USA and UK, CORDAID-Netherland, EU, CIDA, SDC, NORAD, USAID, MCC-USA and CANADA, PACT-World-USA. I have been worked with different Partners NGOs, CBOs. I have been worked with multicultural and racial team, energetic and strong dynamic. Experience of OMB Circular USAID A-133, A-122, and CIDA, EU, SDC rules and regulation.

**Accounting and Finance**:

Accounts and financial tasks, including A/P, A/R, bank reconciliations, General Ledger, bookkeeping, Journal Entries, and data entry. Prepare monthly financial reports and budget management. Prepare employee paperwork, timesheets, payroll, record keeping, tracking, program accounting, and field based expenses. Prepare Cash flow planning and ensure availability of funds as needed. Coordinate of all bills payment. Check the all bills, voucher and supporting documents. Day-to-day financial operations independently. Recording revenue monthly, ensuring accuracy, appropriate documentation and timely recording to general ledger. Review program staff prepared expenses reports and reconciliations, researching variances and working closely with staff on accurate coding. Manage and maintain contracts including sub-recipients, consultation and vendor. Review and prepare various financial reports for external donors and internal stakeholders, Boards and management. Receive, review and process wire transfer request from field offices and sub-recipients. Reconcile or review reconciliation of bank statement, petty cash, advance and other accounts with general ledger to safety the organization. Maintain financial systems up-to-date with correct chart of account and other relevant data. Track required cost-share and notify appropriate program departments. Analyze financial reports from Project partners’ organization.

**Audit:**

Assure accuracy of the annual audit. Prepare annual audit reports. Response audit finding and Management finding. Conduct internal audit of the project and partners organizations. Internal control of finance, administration and HR. Introduce and train of accounting systems. Review and monitor Financial and accounts. Ensure all documents are readily accessible in a timely manner during the A-133, A-122, A-110 audit process. Managing in responding to audit inquires to eliminate any possible disallowed costs. Maintain and arrange audit files with all relevant documentations, including proposal budget, budget, budget narrative, agreement, and formal communication with donor, Govt. agreement modifications, pre-approval, financial report, sub-award documents and other relevant paperwork.

**Administration and Procurement and Assets Management**:

Maintain donor contribution and records. Manage employee benefits program. Establish and maintain staff personnel files. Records staff attendance, vacations and other leave. Coordination of travel, travel advance, advance adjusted. Coordination and arrange for purchasing of capital item, furniture, equipments, office supplies. Ensure the purchasing documents. Arrange for maintenance of office, equipments, and vehicles. Monitor inventory of office supplies. Manage office equipment and facilities. Manage office purchasing, inventory and supplies as well as associated budgets. Administer special projects as needed. Train and assist staff with daily office tasks including accounts, and equipment usage. Provide administrative and logistical support and training for field staff. Arrange for meeting, seminar, training, workshop including logistics support. Ability to multi-task and work independently to accomplish specific projects. Attention to detail. Proficiency at basic office tasks including typing, photocopying, faxing, filing and organizing. Prepare and maintain fixed assets register and depreciation.

**Budget:**

Coordinate the development and monitoring of budgets. Assist and preparation of financial plans and projection. Preparation of budget, budget variance, Work with program and field team to identify need for budget revision, lead the budget revision process and its submission to the donor. Prepare and assist to budget for Partners organizations. Maintain donor contribution records.

**Human Resources:**

Maintain Benefits administration. Recruit new employees. Process and taking for interview. Interview job applicants and references. Arrange for advertisement in the local dailies, review the applications, issue appointment letter. Revise policies and procedures manual. Train to Partners organization for accounts, finance and administration. Have exceptional time management skills and an ability to effectively manage competing priorities. Prepare and conducting staff appraisals. Give induction of new staffs.

**Other:**

Experience in Capacity building and Organization development

Experience in Freedom of Expression and Right to Information.

Experience work Climate change, Child rights, and gender, health and women rights.

Any jobs assigned by Executive Director, Program Director.

**Work History: All positions total working hours 40/per week**

1. **Job Title:** Accounts & Finance Officer

**Employer Name:** ARTICLE 19-Bangladesh (International NGO, UK) on Human Rights from 01/01/2009 to 03/31/ 2010. **Last salary has drawn** USD: 1,200/month.

**Reason for leaving**: Immigrated to USA.

1. **Job Title:** Manager-Internal Control of Finance and Administration.

**Employer Name** Aparajeyo-Bangladesh a National NGO working with Child rights in Dhaka, Bangladesh from 12/01/ 2007 to 12/31/ 2008.

**Reason for leaving**: Better opportunity. **Last salary drawn USD**- 800/month

1. **Job Title:** Administrative and Accounts Officer

**Employer Name:** SAP-Bangladesh a National NGO in Dhaka working on Women Rights, Dhaka, Bangladesh from 01/01/2006 to 11/30/2007. **Reason for Leaving**: Project closed. **Last salary drawn: USD-**600/Month.

1. **Job Title: Program Support Manager**

**Employer Name:** Concern Universal an International NGO, UK from August 2003 to October 2005. **Reason for Leaving**: Project closed. **Last salary has drawn USD**- 600/Month. Tel. No- 88-01711-603-640

1. **Job Title: Coordinator Finance PRIP TRUST** a National NGO (previous is PACT-Bangladesh) from 01/01/1997 – 06/31/2003. **Reason for Leaving**: Organization Closed. **Last Salary drawn USD- 900**/Month

Telephone Number: 88-02-8119111, 88-02-8110789

1. **Job Title: Assistant Manager-Finance and Administration.**

**Employer:**  PACT-Bangladesh an International NGO, USAID from 04/01/1989 to 12/31/1996 in capacity Building. **Reason for Leaving**: Promoted. **Last salary has drawn USD-** 800/Month.

1. **Job Title: Office Manager- Family Planning and Agriculture and then Administrative Officer- Job Creation Program**

**Employer Name:**  Mennonite Central Committee (MCC) an International NGO based in USA and CANADA from 11/1/1979 to 03/31/1989**.** Tel. No- 88-02-9117065

**Reason for Leaving**: Better Opportunity. **Last salary has drawn BDT- 400**/Month.

**Important Training Attended:**

* 14 days English writing and language course at British Council, Dhaka, Bangladesh.
* 14 days Presentation Skill training at CEC, Dhaka, Bangladesh.
* 10 days training on Financial Management at University of Philippines, Manila.
* 2 weeks Internship course on Financial Management at PACT Inc. WDC, USA.
* 2 weeks Internship course on Financial Management at FIT, Toronto, Canada.
* 7 days Financial and Administrative Management course on USAID rules and regulation, Thailand, Bangkok.
* 1 month training course on Accounting, Costing, Taxation and Auditing at BMDC, Dhaka
* 3 weeks training course on Office Management at BMDC, Dhaka, Bangladesh.
* 4 weeks training course on Project Planning and Management at BMDC, Dhaka. Bdesh
* Exposure visit and gather experience on HIV/AIDS to different NGO at Katmandu, Nepal.

**Education**:

Bachelor’s of Commerce Degree. (Bachelor Degree equivalent BA/BS), Main subject are Accounting, Finance, Banking, Auditing, Taxation, Administration and Management under Rajshahi University, Bangladesh. Grade- 3

**Membership in Professional with Humanitarian Societies and Organization**:

: Life member of Bangladesh Bible Society, Dhaka, Bangladesh.

: Full Member of YMCA, Dhaka, Bangladesh

: Trustee Board Member of Good Neighbor in Bangladesh Inc. a Korean Development

Organization, Dhaka, Bangladesh

: Executive Board Member of Human Development Program a Local National NGO, Dhaka

**References** : Doug Dirks, Public Relations, Ten Thousand Villages, 704 Main Street, Akron, Pennsylvania- 17501 Telephone: 717-859-8234, Email: doug.dirks@tenthousandvillages.com

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