

Tanvir Mojumder

Accountant - General Ledger Team, Office of Natural Resources Revenue

Denver, CO - Email me on Indeed: [indeed.com/r/Tanvir-Mojumder/d7658097fe829a6c](https://www.indeed.com/r/Tanvir-Mojumder/d7658097fe829a6c)

A respectable position that provides potential avenues for learning and advancement

WORK EXPERIENCE

Accountant

General Ledger Team, Office of Natural Resources Revenue - Lakewood, CO - July 2012 to Present

Download the online customer payments from the US treasury, review them, classify them, process them and enter them into the agency's system • Analyze the payment information from the customers, detect non compliance and issue letters to the violators • Generate monthly revenue report and present it to the management for internal compliance • Write Standard of Operating Procedures for the activities involved, post them on the internal online system for review, make editions based on evaluation and act as the custodian • Address customer queries and advise them regarding compliance with the Agency's payment policies.

Human Resources Assistant

United States Navy - Great Lakes, IL - January 2010 to April 2012

Transferred 300 sailors from the student command to the respective duty stations on completion of the training in accordance with the Joint Federal Travel Regulations ensuring 98% timeliness and accuracy rating •Broke down 700 field service records ensuring that all required documents were properly scanned, hard copies mailed to members and recorded to Sailor's Electronic Service records.

IT and Software Testing Specialist

- June 2009 to June 2009

Detected software bugs after thorough testing, entered 2000 change requests to fix bugs, retested them, analyzed the bug fix trend and presented reports in the group meetings resulting in the successful software launch and upgraded release within the space of 4 weeks with 0 defect•Prepared 3000 step by step test cases to test the software, trained and oversaw 4 coworkers for the test case preparation, coordinated testing efforts with the programmers, business analysts and database specialists and released 4 different softwares making sales revenue of \$25 million.

Graduate Research Assistant

University of Minnesota, Accounting Department - Duluth, MN - September 2005 to May 2007

Collected research data for over 2000 corporations, analyzed and summarized the result, applied statistical tools and interpreted the outcome, conducted extensive literature review and submitted the findings while working under 5 different professors leading to the successful completion of 15 projects including AAER & fraud data - Internal Control Deficiency in respect of Sarbanes Oxley Act•Proctored 20 examinations on behalf of the professors, and tabulated the result sheets in the grading process of 200 students.

Management Trainee

Accounts & Finance, Berger Paints - Dhaka - September 2004 to August 2005

Reconciled accounts of corporate office, divisional depots and factories resulting in 20% productivity enhancement•Assisted in over 7, 000entries to payments and collections in line with the accounting theory •Managed budget worth of \$30,000 for the current accounts and monitored the cash disbursement •Maintained and updated books of accounts for Value Added Tax for audit purpose from the internal and external source.

Liaison Officer

Trams International Ltd - Dhaka - February 2001 to August 2005

Translated the social compliance documents and conducted correspondence with the foreign buyers•Performed unit testing on the office applications.

Human Resources & Admin Officer

Dhaka Bank Limited - Dhaka - May 2003 to August 2004

Coordinated the recruitment of 300 new hires, organized training programs for 150 employees, recommended loan sanctioning for 40 executive level officers and verified the staffing status & submitted staffing report for 15 branch offices. The productivity of the Human Resources Dept improved to 90%.

EDUCATION**Master of Business Administration in Business Administration**

University of Minnesota

May 2007

Master of Business Administration in Accounting

University of Dhaka

April 2003

Bachelor of Business Administration in Accounting

University of Dhaka

May 2001

ADDITIONAL INFORMATION

Experience in diverse fields such as accounting, finance, IT, human resources and administration•Multilingual•Great interpersonal skill•Hard working•Positive contribution in improved productivity and cost reduction•Secret Security Clearance with current Special Background Investigation