

Curriculum Vita Of Jony Saha



Contact Address:

Jony Saha

House#29, Road-5,
Block-C, Banasree, Rampura,
Dhaka-1219.
Cell: 01717755048
E-mail: jsaha95@ymail.com

Career Objective:

Intend to work in a challenging and competitive environment that requires positive attitude, creativity thinking and co-operative team to achieve organizational goal through providing excellence in professional service.

Personal Skill:

- Efficient in effective communication and good public relation.
- Quite confident and friendly where meeting and assisting people at all levels and able to provide them with a quality service.
- Able through handling any situation by efficient courteous and tactful manner.

Working Experience Details:

Total Year of Experience : 2.9 Years

1. Sr. Officer (Commercial & Finance) (September 23, 2015 - Continuing)

Opex & Sinha Textile Group

Company Location : Mohakhali Tower, 82-Mohakhali C/A, Dhaka-1212
Department: Commercial & Finance

Duties/Responsibilities:

EXPORT Responsibilities:

- * Prepare 100% Discrepancy free Documents as per Master L/C or Contract instruction & submit or dispatch to Bank to ensure payment or realization of export procedure.
- * For preparing Export documents follow up cargo Ex-Factory status and communication with merchandiser, buying office & forwarder for space booking in both Sea & Air shipments.
- * Time to Time contract with Shipping Line and C&F agents to make shipped on board the cargo in time.
- * After selling vessel prepare online documents such as e-Invoice, FCR draft & upload file to the vendor portal.
- * Proper Knowledge about issuing **GSP, APTA, SAPTA, Korean CO, China CO, Chile CO** etc. from EPB.
- * Monitoring C & F, Courier & transport agent activities
- * Prepare original Shipping documents and send to Bank and Buyer Office.
- * Follow up the payment and make necessary communication on any delay, deviation and difference regarding to L/C.
- * Monitor terms, conditions, mode, date, value, unit price, clauses and other point of master L/C, BB L/C to safe guard the document from Buyer and to supplier for smooth operation of the company's Export & Import Business.
- * Follow up these Buyer's in my carrier life –**JC Penny, Oxford Product (Int.) Ltd, Lands End, Hybrid Promotions LLC, E-Land world Ltd, Haddad, Ellen Tracy** etc.

B. Import Responsibilities:

- * Follow up Back To Back L/C opening & submission status as per PI also checks import documents terms and condition.
- * Communication with bank regarding L/C related issue, documents Collection, Acceptance submission, documents endorsements and other necessary task.
- * Prepare back to back L/C certificate for utilization Declaration.
- * Necessary docs send to port for goods release such as Utilization Declaration, Bank attested L/C copy or bank attested Export Contract, PI copy, NOC if Necessary, BGMEA certificate, letter of Indemnity issued by forwarder to C & F agent.

C. ACCOUNTING Responsibilities:

- * Analyses of each contract/ LC's with BBLC, export and realized.
- * Timely follow-up of proceed realization.
- * Process Export documents for negotiation.

D. FIRST SALE Responsibilities:

Prepare cost sheet for 1st sale & 1st sale documents for USA shipment as per customer requirement.

2. Internal Audit Officer (From 1st April, 2015 to 15th September 2015):

Hameem Denim Ltd. (Concern of Hameem Group)
Sreepur, Mawna, Gazipur.

Duties/Responsibilities

- Determining difference between pre-cost & post cost as per production.
- Calculating style wise costing.
- Preparing section wise production cost report.
- Checking all kind of bills & Voucher.
- Cashbook & All Other Ledger Check.
- Construction related work & bill voucher check.
- Inventory yarn store, Fabric store, Central Store & Others.
- Work monitoring as per company policy.

Areas of Expertise:

- Verifying the Accuracy of invoice and other accounting documents or records.
- Day to day Book-keeping and accounting through software ERP-9.
- Maintain Cash Book & all kind of ledger book.
- Perform Bank Reconciliation and Intercompany Reconciliation process.
- Assist in preparing Company Monthly Income Statement and Balance sheet.
- Verify the bills/TA-DA & any other documents as per approve policy of the company with Details supporting before making payments.
- Process all payment timely and preserve document systematically.
- Monitor Cash and credit collection and deposit to concerned Bank A/C.
- Assist in preparing Company Monthly Financial reports.
- Salary sheet preparation & Cash salary disbursement.
- Cash budget & variance preparation.

Computer skill:

- Skilled in MS Office, Expert in internet Browsing, E-mail and others equipment such as Multimedia, Scanner, Photocopier etc.

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Commercial/Supply Chain & Accounts & Finance.
Preferred District	: Dhaka, Chittagong
Preferred Organization Types	: Banks, Telecommunication, Manufacturing (FMCG), Govt./ Semi Govt./ Autonomous body, Clearing & Forwarding (C&F) Companies, Garments, Textile, Buying House, Direct Selling/Marketing Service Company, Freight forwarding, Overseas Companies

Educational Qualification:

Chartered Accountancy (CA cc)

Institute of Chartered Accountants of Bangladesh

CA Firm: Shahadat Rashid & co.

Course duration: **From 17th July, 2012 to 16th July, 2015.**

Qualified Subjects (Knowledge Level)

1. Accounting
2. Management Information

Masters of Business Study (M.B.S)

Name of the Board : National University
Name of the Institute : Titumir College
Subject : Accounting
Year of passing : 2010
Result : 2nd Class (58%)

Bachelor of Business Study (B.B.S) Hon's

Name of the Board : National University
Name of the Institute : Siddheswari Degree College
Subject : Accounting
Year of passing : 2009
Result : 2nd class (56%)

Higher Secondary Certificate (H.S.C)

Name of the Board : Dhaka
Name of the Institute : Tejgon College
Group : Business Studies
Year of passing : 2005
Result : 3.30

Secondary School Certificate (S.S.C)

Name of the Board : Dhaka
Name of the Institute : Mukul Niketon High School
Group : Business Studies
Year of passing : 2003
Result : 4.00

Personal Information:

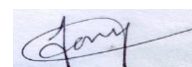
1. Name : Jony Saha
2. Father's Name : Motilal Saha
3. Mother's Name : Kanon Saha
4. Mailing Address : House#29, Road- 5,
Block-C, Banasree, Rampura, Dhaka-1219.
5. Contact No : 01717755048
6. Permanent Address : Vill: Lotifpur ,P.O: Jomidarhat
P.S: Begomgong , District: Noakhali.
7. Date of Birth : 12th November,1987.
8. Religion : Sanatan
9. Nationality : Bangladeshi (By Birth)
10. National ID : 2693622294721
11. Group of Blood : O+ve
12. Height : 5.8"
13. Hobby : Being busy with any work.

Reference:

1) Md. Akram Hossion GM- Accounts & Finanace East - West Properties Ltd. Bashundhara Group. Bashundhara R/A, Dhaka. Mobile No-017318314	2) MD. Abdur Rashid FCA Shahadat Rashid & Co Senior Partner 67, Dikhusa, Commercial Area Dhaka. Mobile No-01199835485
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I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for correct of above mentioned particulars.

Date: 10.02.2018



Signature