

Saymon Hossain Mamun



380/18/2/1, Kunjobon, East Rampura, Dhaka-1219, Bangladesh

+ 8801676042253



saymonhossain@gmail.com



linkedin.com/in/saymon-hossain-mamun



Profile Summary

A potential accounting professional with 6 years of Finance & Accounts experience at multinational and local organizations in Bangladesh complemented with the advanced software knowledge of Global ERP, QuickBooks, PortaBilling and MS Office Package specially MS Excel & PowerPoint. Believe in never stop learning; consequences with enrolling in ICMAAB for advanced accounting knowledge and have achieved post-graduation and graduation in business administration from East West University.

Career History

❖ ADN Telecom Limited

From 1st October, 2018 - continuing

Senior Officer, Revenue Assurance, Finance & Accounts

Major Responsibilities:

- Assuring revenue on time through justifying and vetting work order, agreement, service delivery and user acceptance certificate from customer, followed by invoice processing, following up and collection.
- Bill processing and review along with tax calculation to customers from home and abroad.
- Revenue collection by following up customers from home and abroad.
- Booking provision for revenue and reconcile with actual revenue at month end.
- Active coordination with cross functional team (Sales, Order management, IT and Billing team).
- Perform various reconciliations between network data, billing and provisioning system.
- Error monitoring, resolution and Process Improvements.
- Dealing with the end to end process of all foreign remittances and ensuring compliance from both internal and external bodies.
- Recording and reporting of all foreign currency related transactions.
- Performing GL Reconciliation, Analyzing the GL movements every month and providing aging on the outstanding balances.
- Collaborating with Group Accounting, Treasury, Internal Audit, and Compliance to ensure acquiesce in terms of financial reporting and controls.
- Support Financial Accounting Team to prepare the Financial Statements on monthly & quarterly basis by providing relevant explanation, schedules and IAS & IFRS compatibility.

❖ Grameenphone

From 17th May, 2018 – 30th September, 2018

Executive, Credit & Collection operations, Finance

Major Responsibilities:

- Revenue collection and payment settlement with national and international customers.
- Maintain good relation and lesion and effective communication with stakeholders.
- Perform financial analysis and activities related to receivable/collection, payable/payment, GL code review, aging analysis and related reconciliation.
- Maintain different kind of schedules and management reporting, dispute resolution related to interconnection partners.
- Imposition of control mechanism according to bilateral agreement.
- Timely follow-up of payment and collection with roaming operators.

- ❖ **EOSBD** (an e-commerce project of Madina Bearing House) **From 15th Feb, 2016 - 28th Feb, 2018**
Accountant, Finance & Accounts

Major Responsibilities:

- Manage accounts payable, accounts receivable, inventory and assets management.
- Manage the cash flow and prepare cash flow forecasts.
- Maintain vouchers, invoices, requisition slips & other bills.
- Review provision requirement and make provision and ensure timely payments.
- Prepare monthly sales, purchase, and inventory reports and cash flow statement.
- Manage sales collections and have a regular follow up on receivable as per clients' time-frame.
- Ensure regular liaison with the clients.
- Reconcile accounts of bank, stock, debtor, sales, advance and creditor at the month-end.
- Assist senior accountant in the preparation of monthly/yearly closings.

- ❖ **Accenture** (Bangladesh Ops - Ex GPIT) **From 16th June, 2014 - 5th Feb, 2016**
New Associate, Procure to Pay at Finance & Accounts

Major responsibilities:

- Ensure timely payment to vendor
 - Verify, register and process invoice and making payment (full, partial, schedule)
 - Tax calculation & Quality control of invoice works
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Providing cash flow information
- PO and non-PO control (delegated procurement) reporting
- Work with vendors and co-workers to resolve invoice discrepancies and reconcile monthly vendor statements.
- Responsible for month-end activities with proper provisioning.
- Submission of Activity wise cost center report
- GL reconciliation report on monthly basis
- Assist in preparing periodically forecast and other financial report
- Ensure capitalization, fixed assets adjustment and disposal accounting

- ❖ **Link3 Technologies Limited** **From 1st April, 2014 - 9th June 2014**
Intern, Finance and Accounts

Major responsibility:

- Checking customer ledger from Account Receivable Module under Link3 ERP
- Reconciling customer ledger balance using MS Excel
- Preparing budget proposal format in MS Excel
- Solving Bank reconciliation using MS Excel
- Preparing transport cost allocation format in MS Excel
- Reporting given assignment to Manager, Accounts

Professional Qualification

Cost and Management Accountant- CMA [enrolling]

600 marks completed; Institute of Cost and Management Accountants of Bangladesh- **ICMAB**

Academic Profile

Master of Business Administration - MBA [Sep, 2020]

Major in **Finance**, CGPA- 3.37 out of 4.00, **East West University**, Dhaka

Bachelor of Business Administration - BBA [April, 2014]

Major in **Accounting**, CGPA- 2.99 out of 4.00, **East West University**, Dhaka

Higher Secondary Certificate- HSC [2008]

Business Studies Group, GPA- 4.10 out of 5.00, **Dhaka City College**, Dhaka

Secondary School Certificate- SSC [2006]

Business Studies Group, GPA- 5.00 out of 5.00, **Ideal School and College**, Dhaka

Language and Other Professional Skill

- Computer skills:
 - Good operating skills on Global ERP (Oracle version R12); Eyes n Hands, Janus, Mimas (Telenor); ATCAT (Accenture), QuickBooks, PortaBilling
 - Good command over MS Office Package, SPSS and internet browser.
- Language Skills: Fluent and Full working knowledge in Bengali and English.

Extra-Curricular Activities

- Volunteer at CriticalLink (a life saver social enterprise)
- Ex-General Member, East West University Environment and Social Club

Participated Training

- Online training on PortaBilling conducted by PortaOne in Sep'20; Duration of 6 days
- Day long workshop on "MS Excel" organized by DBC in ICMAB on 1st May 15, 2017
- Operational Excellence (OPEX) Training at Accenture in 2014; Duration of 2 Weeks
- Training on ERP (Oracle version R12), Janus and Eyes N Hands software at Accenture in 2014; Duration of 3 Months

Personal Details

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| • Father's Name: Md. Amir Hossain | • Nationality: Bangladeshi |
| • Mother's Name: Salina Akter | • Date of birth: 10/06/1991 |
| • Marital Status: Unmarried | • Gender: Male |
| • Religion: Islam | |

Reference

Susanta Roy	Mohammad Masudur Rahaman
Head of Revenue Assurance	Lead Specialist, Financial Reporting & Control,
ADN Telecom Limited	Finance
Dhaka, Bangladesh	Grameenphone Ltd
+8801777770667	Dhaka, Bangladesh
susanta.roy@adnsl.net	+8801711080247
	mmasudur@grameenphone.com