

Ashit Kumar Dhar

Mouchak, Kaliakoir, Gazipur.
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More than ten years of experience in the development and management of comprehensive accounting and financial reporting, ERP software system working successfully.

PROFESSIONAL EXPERIENCE :

Montrims Ltd(Mondol Group)
Mouchak, Kaliakoir, Gazipur
February 01, 2010 till date

Experienced in financial statement, Modern book of Accounts receivable & payable, (Tally ERP 9).

SR.EXECUTIVE(ACCOUNTS&FINANCE):

- Customers ledgers Reconciliation
- Record daily expenses
- Direct reporting to Accounts Manager
- Maintain Office Cash Book
- Weekly Prepare Total Receivable Report
- Monthly Prepare Bank Reconciliation
- Handle petty Cash
- Credit Note & Debit Note Adjustment
- Maintain Daily Manual Clearing & Bounce Cheques Register
- Maintain L/C register book, Bill register book
- Prepare Bills, Voucher & posting.
- Prepare Profoma Invoice, Documents
- Accounts Payable
- Prepare Rebate sheet
- Maintain Financials file & records

New Role Credit Control Dept.:

- Collecting Accounts receivable from customer
- Maintain credit
- Report to higher management
- Daily, Weekly & monthly report regarding payment
- Meeting goals through good use with the customer

EDUCATION :

- S.S.C , GPA 3.38 ,RAJSHAHI BOARD, 2002.
- H.S.C, GPA 2.90 , RAJSHAHI BOARD, 2004.
- BBS(HONOURS),MANAGEMENT,2ND CLASS,
NATIONAL UNIVERSITY,2008
- MBS(MASTERS), MANAGEMENT,2ND CLASS,
NATIONAL UNIVERSITY,2009

COMPUTER LITERACY :

I can use MS Word, Ms Excel, Ms PowerPoint, Window Installation, and Browsing of Different Files from Internet, Chatting, and Mailing etc. Worked on ERP Software.

PERSONAL DATA :

Name	:	Ashit Kumar Dhar
Father's Name	:	Bhabesh Chandra Dhar
Mother's Name	:	Anna Rani Dhar
Permanent Address	:	Vill-Garamashi,Post-Condonganti, Thana- Belkuchi, Dist.-Sirajgonj.
Present Address	:	Mouchak ,kaliakoir, Gazipur
Date of Birth	:	16/04/1986
Sex	:	Male
Religion	:	Sanatan(Hindu)
Nationality	:	Bangadeshi by birth
Height	:	5 -6
Blood Group	:	B+
Marital status	:	Married
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Reference :

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