

MD. ISMAIL SHEIKH (EMON)

Address: House # 34 (1st Floor), Road # 13, Sector-14, , -1230, Uttara Model  
TwonTSO, Uttara, Dhaka 1230  
Mobile No 1: 01719151151  
Mobile No 3 : 01842131697  
e-mail : Emon3146@gmail.com, emonjob007@gmail.com



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Career Objective:

Steps for building career in a reputed company where my merit and endeavor will meet privilege towards positive contribution to the organization while improving myself in terms of knowledge and experience.

Special Qualification:

I am completed my Post graduate at North South South

Employment History:

**Total Year of Experience : 7.3 Year(s)**

**1. Senior Executive, Accounts & Finance ( March 1, 2013 - Continuing)**

**RRM GROUP**

Company Location : Baridhara & Shaympur

Department: Accounts & Finance

**Duties/Responsibilities:**

Establish and continuously improve accounting system, which will be a part of ERP system

Check all bills regarding general ledgers and other relevant documents

Update work of accounts and produce necessary statements through software

Process bills for payment in accordance with Company's laid down policies, procedures and guidelines

Process advance payments and track outstanding advances

Maintain subsidiary records in respect of all payments

Process accounting vouchers by providing proper coding and posting into the system

Make adjustment entries and make necessary provisions

Assist to prepare financial statements (Income Statement, Balance Sheet, Cash Flow etc.) of the group on regular basis as desired by the supervisor

Produce financial reports in the forms of general-purpose financial statements quarterly, semi-annually and annually

Review and coordinate periodic and ad-hoc management information reports as required

Ensure tax deduction at source in accordance with the Income Tax Ordinance and timely submission of returns

Ensure general compliance with the tax ordinance

Ensure VAT payments are made strictly in accordance with the prevalent Act and Rules

Be fully conversant with the relevant provision in the VAT Act, Rules, SROs and General Orders issued by NBR from time to time

Ensure compliance of contractual terms and conditions when financial issues are concerned while making payments

Check and make recommendation of purchase / approval requests and annual maintenance contracts

Assist Corporate Finance Controller in preparing yearly budgets and variance reports

Maintain proper filling and record of all transactions and statements of the Group in a systematic manner

Ensure safety and security of Financial documents

2. EXECUTIVE ( January 2, 2013 - May 12, 2013)

**BRACK BANK**

Company Location : AUINK, TOWER

Department: SME

**Duties/Responsibilities:**

SME LOAN file processing

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Management	North South University	CGPA:3.15 out of 4	2020	2
BBA	Finance	Northern University Bangladesh	CGPA:3.51 out of 5	2013	-
HSC	Business Studies	Rifles Public College	CGPA:4.5 out of 5	2008	-
SSC	Business Studies	S M Model Govt. High School	CGPA:4.69 out of 5	2006	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Over View Of BRACK BANK	All over all Activities of BRACK bank	HEAD Office, BRACK bank	Bangladesh	Dhaka	2013	3 months

**Professional Qualification:**

Certification	Institute	Location	From	To
RRM Group	Sr executive accounts & finance	Baridhara	March 10, 2016	November 23, 2016
Executive, Accounts	Jamuna Group Of Industries	Dhaka, Kuril	February 1, 2013	November 18, 2015

**Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

**Personal Details :**

Father's Name : Md. Shabuddin Sheikh

Mother's Name : Taslima Begum

Date of Birth : October 16, 1991

Gender : Male

Marital Status : Unmarried

Nationality : Bangladeshi

National Id No. : 19913513256000135

Religion : Islam

Permanent Address : Ghosher char (Islam Para), Gopalganj Sadar, Gopalganj Sadar, Gopalganj 8100

Current Location : Dhaka

Reference (s):

Reference: 01

Name : Md. Soriful Islam  
Organization : NUB  
Designation : Asst. Professor  
Address : Dhanmndi 4/A, Dhaka  
Phone (Off.) :  
Phone (Res.) :  
Mobile : 01813139898  
E-Mail :  
Relation : Professional

Reference: 02

Md. Masukuzzamn Islam  
NUB  
Asst. Professor  
Dhanmndi 4/A, Dhaka  
  
01619151151  
  
Professional