

SOURAV SHEIKH

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Career Objective:

To excel career in the arena of corporate sector in a challenging position to meet my competencies, capabilities, skills and education and for achieving the mission and vision of the organization and create mutual benefits & long-term values and I am willing to give total support to the organization with the experience and capability that I have.

Career Summary:

Started career as “**Accounts Officer**” at **S.S Engineering & Construction Ltd.** (27.06.2017 to Continuing)
Company Location: 114 Rupayan Trade Center 6th floor, Kazi Nazrul Islam Avenue, Banglamotor, Dhaka-1000.
My responsibilities were to

- * Prepare daily requisition
- * Prepare daily voucher (Debit/Credit/Contra)
- * Maintain Cash book, General ledger, Ledger
- * Posting journal entries in MS Excel
- * Maintain daily cash, petty cash, bank
- * Prepare bank reconciliation
- * Prepare monthly profit & loss statement
- * Prepare monthly salary sheet
- * Maintain liaison with banks & vendors
- * Perform any other tasks assigned by the management

Academic Qualification:

Exam Title	Major	Institute	Result	Pass.Year	Duration
Masters of Business Administration	Accounting	Daffodil International University	CGPA:3.50 out of 4	2018	1
Bachelor of Business Administration	Accounting	Daffodil International University	CGPA:3.06 out of 4	2017	4
Higher Secondary Certificate	Business Studies	Rajoir Degree College	CGPA:4.80 out of 5	2012	2
Secondary School Certificate	Business Studies	Khalia Raja Ram Institution	CGPA:4.38 out of 5	2010	-

Skills:

- * Tally ERP 9
- * MS Excel, Word, Powerpoint
- * Able to use Bijoy keyboard & Avro keyboard

- * Photoshop/CS6, Illustrator, Photoscape
- * Premiere Pro, Wondershare Filmora

Computer Proficiency:

- * Successfully completed the six months course on “**BCC Training Centre**” Introduction to pc & operating systems, MS Word, MS Excel, FoxPro / MS-Access, PC maintenance & troubleshooting.

Language Proficiency:

Language	Reading (%)	Writing (%)	Listening (%)	Speaking (%)
Bangla	100	100	100	100
English	100	80	100	80
Hindi	0	0	100	100

Special Qualification:

- * Able and willing to assist co-workers, supervisors, and clients in a cooperative manner
- * Quick learner (Specially Technical things)
- * Work well under pressure to meet deadline

Extra Curricular Activities:

- * Photography, Photo editing, Video editing
- * Member of DIU Business & Education Club
- * Member of DIU Volunteer Service Club.

Personal Details :

Father's Name : Abdul Haque Sheikh
 Mother's Name : Shelina Haque
 Date of Birth : November 30, 1994
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Ghoshalkandi, Khalia, Rajoir, Madaripur-7911

Confidential Referees:

Name : Shahabuddin Ahmed	Name : Professor Dr. Mohammed Masum Iqbal
Organization : STC Group	Organization : Daffodil International University
Designation : Chairman	Designation : Dean & MBA Coordinator
Address : 114 Bangla-Motor, Dhaka-1000	Address : DT-5, Sobahanbag, Dhaka-1209
E-Mail : ho@stcgroupbd.org	E-Mail : masum@daffodilvarsity.edu.bd
Mobile : 01711525774	Mobile : 01713493054
Relation : Professional	Relation : Academic

Declaration

I, the undersigned declare that the information specified in this resume is true to the best of my knowledge and belief and correctly describes my experience and myself.



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Sourav Sheikh