

Partha Roy

C/o: Manju Rani Roy, BIWTC,
5 Dilkusha C/A, Computer Section,
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Objective

I want to be a professional in the career in your organization, where I would be able to implement my creativity knowledge and serve the organization at the required level and would be considered as the asset of the organization.

Work Experience

1.Name of the Organization: Brandwin Group of Companies Ltd.

Designation: Senior Financial Analyst

Duration: September 2019 to Continue

Job Responsibilities:

- Prepare Feasibility Report.
- Prepare monthly salary sheet Statement.
- Prepare Profit & Loss Statement.
- Product costing calculation.
- Ensure the fund management of Working Capital Loan (CC-Hypo, CC -Pledge, LTR) & Project Loan, and reporting with concerned department head.
- Banking liability & overdue statement prepare.
- All kind of cost-benefit analysis to the ensure cost minimization and profit maximization.
- LC Document processing, submission & amendment.
- LC insurance and C&F costing calculation.
- Analyze and control daily expenditure.
- Prepare Cash Flow statement.
- Follow-up and ensure payment collection properly.
- Prepare fund budget for project expense.
- Prepare financial proposal for budget.
- Check all type of bill, voucher, receivable and transaction in Tally Software.

2.Name of the Organization: Esquire Group

Designation: Senior Officer (Finance)

Duration: July 2014 to August 2019

Job Responsibilities:

- Prepare Commercial document.
- Verification of the documents for procurement finance.
- To analyze and control daily expenditure.
- Advance payment Reconcile against center and head office accounts.
- Prepare financial statement report periodically.
- Preparing Head office Cash & Disbursement reconciliation.
- Financial transactions recorded in the Tally ERP-9 software.
- Reconciliation and reporting for credit note, discount note.

3. Name of the Organization: Esquire Group.

Designation: Officer (Finance)

Duration: August 2012 to July 2014

Job Responsibilities:

- To prepare Ledger, Journal, Trial Balance & Reconciliation.
- Prepare Bank reconciliation.
- Prepare Cash Flow statement.
- Monthly Inventory Auditing.

- Prepare & Checking Voucher and Input into Tally ERP-9 software.
- To maintain the record of Sales collection and reconciliation of party ledger.
- Checking all bill and invoice for payment.

Education

ICMAB	
Business Level-2	(Continuing)
Marks Obtained-400	
Master of Business Administration (MBA)	
Major: Finance	2013
University of Liberal Arts Bangladesh (ULAB)	
Bachelor of Business Administration (BBA)	
Major: Accounting	2010
East West University	
HSC (Commerce)	
G.P.A: 3.60	2004
College of Development Alternative (CODA)	
Dhanmondi, Dhaka.	
SSC (Science)	
G.P.A: 3.25	2002
Delpara High School	
Narayangonj.	

Others Qualification

Skills/ Competence:

Computer	: Microsoft Word, Excel, Power Point, Email and Internet browsing
Foreign Language	: Fluent in English —reading and writing
Communication	: Excellent interpersonal and communication skills
Accounting Software	: Capable of using Tally.ERP-9,& NET ERP (Customize Software)

Personal Profile

Father's Name	: Mr. Debobrota Roy
Mother's Name	: Mrs. Manju Rani Roy
Date of birth	: 4 th September 1984
Nationality	: Bangladeshi
National Id	: 6715879310887
Permanent Address	: House No # 82, Road No # 04 Block # C, North Delpara, Fatulla, Narayangonj.

Reference

1. Iqbal Zafar Ahmed-Sohel Deputy General Manager Brandwin Group of Companies Ltd. MIDAS Centre (7th Floor) House No-05, Road No-16, Dhanmondi. Cell No-01958199900, 01706311262	2. Mr. Bidhan Chandra Roy Advance Manager Agrani Bank Ltd. 9/C Dilkusha Commercial Area Dhaka-1000 Cell No-01711900946
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