

# RATAN BANIK

Cell #: 01710-229360

Sr. Audit Officer

Audit & Purchase

Noman Group of Industries Ltd.

Head Office: Adamjee Court (4th Floor),

115-120 Motijheel C/A, Dhaka-1000.

Email: [rbanikg@gmail.com](mailto:rbanikg@gmail.com)



## Career Objective:

Interested to perform a challenging and interesting job in any reputed organization to build up my career. I believe that my academic degree and experience will provide me necessary knowledge to handle any challenging activity and will also help me to flourish my career.

## Professional Achievements:

Total Experience: 6 Years & 4 Months

Current job: Sr.Audit Officer, Local Purchase Department, Noman Group (October 2014 - PRESENT)

## Duties/Responsibilities:

- Checking & verifying of bills, receipts & financial documents.
- Posting all bills of local purchase in Excel file.
- Supplier wise ledger maintain & update supplier's status in ERP Accounting System.
- Reconciliation of party ledger.
- Prepare the monthly payment schedule & follow up the payment process of all suppliers.
- Monthly physical inventory of factory as per order by dept.
- Market survey and quotation collection to verify procured items assigned by the dept.
- Responsible to source, negotiate price & purchase goods from local vendors assigned by the dept.
- Plan, organize, perform and carry out the internal audit function of local purchase.
- Regular, Weekly & Monthly report with periodical analytical report to Management.
- Performing any other task given by the head of the department relating to audit/ investigation.
- Sound knowledge to prepare salary sheet & VAT
- Six months work experience monitoring cell & administrative activities.

## Educational Achievements:

- **Masters of Business Administration (M B A)** with result : CGPA : **3.708** (Out of 4.00) from Asian University Of Bangladesh, Major on Finance on 2013;
- **Bachelor of Business Administration (B B A)** with result : CGPA : 3.86 (Out of 4.00) from Asian University Of Bangladesh, Major on Accounting **on 2012;**
- **Higher Secondary Certificate (H S C)** with result : 4.40 out of 5.00 **From** Kaliakair Degree College (Dhaka Board) from Business Studies Group **on 2007;**
- **Secondary School Certificate (S S C)** with result: 4.63 out of 5.00 **From** Golam Nobi Pilot High School (Dhaka Board) from Business Studies Group **on 2005.**

## Training:

- **Computer Office Application** Course with result ‘A’ grade from **Octal Computer Centre**, Gazipur, duration 6 months on 2010.
- **Internship** on General Banking Activities from **Exim Bank of Bangladesh**, Chowrasta Gazipur branch, duration 4 months on 2012

## Computer Skills:

- Software Packages: ERP-9, MS Office (Outlook, Word, Excel, Access, Power Point)
- Operating systems: Windows 7, 8, 10
- Internet: Webmail, Internet Browsing, Online meeting, Collecting Documents, etc.

## Language Skills:

- Bengali (mother tongue) fluent in all forms of correspondence.
- English fluent in all forms of correspondence.

## Personal Information:

Father's Name	: Shambhu Nath Banik
Mother's Name	: Annarani Banik
Marital Status	: Married
Permanent Address	: Sutrapur, P/O: +P.S.: Kaliakair, Gazipur
Present Address	: 14/2 Karatitola, Jatrabari, Dhaka 1200
Date of Birth	: September 20, 1989
Sex	: Male
Height	: 5'-10"
Blood Group	: O+ve
Nationality	: Bangladesh
National ID	: 419 612 5258
Religion	: Hindu
Hobby/Interest	: Travelling, Sports, Music, Movie.

## References:

Md. Eashan Ullah Rajiv	Md. Golam Rabbani
AGM, Local Purchase Dept.	DGM, Accounts
Noman Group Of Industries	Noman Group Of Industries
Motijheel, Dhaka	Motijheel, Dhaka
Cell: 01714-103670	Cell: 01714-103609

## Declaration:

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

Ratan Banik

Date: