

Md. Sabbir Ahmed

Team Player, Observer, Flexible



About me

Passionate business learner with 3+ year of experience in customer support developing, maintaining and analyzing the organizations financial environment. Results-oriented when working hand-in-hand with team to interpret findings and present a plan outlining recommendation that reduce risks and resolve issues. Professional with the ability to thrive in a deadline-driven environment.

Contact



Phone

+8801753186864



Email

sabbirbup14@gmail.com



LinkedIn

www.linkedin.com/in/sabbir-ahmed-a459ab125



Address

403, East Kafrul, Dhaka -1206.


Technical Skills

Microsoft Excel  Very Good

Microsoft Word  Good

Microsoft PowerPoint  Good

ERP System: Tally  Very Good

MIS System: IFS  Good

Work History

Hussain Farhad & Co. Chartered Accountants (HFC), Dhaka - January, 2018 – Current

During this period, as a representative of HFC, I got opportunity to play following roles in different organizations along with those mentioned here:

Audit Supervisor

LankaBangla Finance Ltd. Dhaka, Aranya Craft Ltd. Dhaka, Rancon Holdings Ltd. Dhaka,

- o Maintained communication clients throughout auditing process to deliver status updates.
- o Reviewed audited financial, operational and regulatory compliance deficiencies and conducted follow-ups.
- o Participated in billing and collections operations to facilitate client payment.
- o Analyzed complex client problems and generated targeted solutions.

Financial Advisor

Astha Life Insurance Company Ltd., Dhaka

- o Developed policies like Investment policy, Procurement policy, Fixed Asset Management policy.
- o Designed Chart of Accounts, Finance Functional Organogram and Process charts for the Finance department to maneuver.
- o Educated client on various financial matters and provided professional recommendations on investment opportunities, legal and regulatory requirements.

Accounts Associate

CDZ Global Logistics Ltd., Dhaka

- o Maintained regular financial records in ERP system.
- o Maintained accurate and complete documentation for all financial department procedures.
- o Regularly Reported financial statements to management.
- o Maintained petty cash.
- o Prepared and submitted VAT and Tax statements as per Bangladesh VAT Act, 2012 and Income Tax Ordinance, 1984.

Professional Skills

Financial Reporting	<div><div></div><div></div><div></div><div></div><div></div></div>
	Very Good
Accounting Principles	<div><div></div><div></div><div></div><div></div><div></div></div>
	Good
Documentation	<div><div></div><div></div><div></div><div></div><div></div></div>
	Very Good
Financial Analysis	<div><div></div><div></div><div></div><div></div><div></div></div>
	Good
Financial Statements Expertise	<div><div></div><div></div><div></div><div></div><div></div></div>
	Very Good
Employee Supervision	<div><div></div><div></div><div></div><div></div><div></div></div>
	Very Good
Report Writing	<div><div></div><div></div><div></div><div></div><div></div></div>
	Good

Personal Information

DOB : 31st January, 1996

Nationality : Bangladeshi

Gender : Male

Marital Status: Unmarried

Religion : Islam

Blood Group : B+

Interests :  Travel  cycle  Movies

Professional Qualification

Chartered Accountancy Course Complete

July 2018 - June 2021

Name of the Firm : Hussain Farhad & Co.

Name of the Principal : Mr. Md. Sayeedur Rahman FCA

Education

Bachelor of Business Administration (BBA)

January 2014 – December 2017

Bangladesh University of Professionals (BUP), Dhaka

- o Majored in Accounting
- o Minored in Finance
- o Graduated with 2.94 CGPA

Accomplishments

- o Completed 'Excel Skills for Business: Essentials' an online course authorized by Macquarie University, Australia.
- o Supervised team of 6 staff members.
- o Collaborated with team of 4 in a statutory audit of LankaBangla Finance Ltd. a leading NBFI in Bangladesh.

References

Mr. A.K.M Fazlul Haque FCA

Senior Partner

Hussain Farhad & Co.

Chartered Accountants

House # 15, Road # 12,
Block # F, Niketon, Gulshan -1,
Dhaka -1212.

Cell : 01768-747623

E-mail : fhbplob@hfc-bd.com

Mr. Asifur Rahman FCA, ACS

Partner

Hussain Farhad & Co.

Chartered Accountants

House # 15, Road # 12,
Block # F, Niketon, Gulshan -1,
Dhaka -1212.

Cell : 01707-194003

E-mail : asif@hfc-bd.com

Declaration

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

