

MD. SAKIBUZZAMAN KHAN

Address: Plot#, 53/1, Block-B, Kaligonj Road, Harbaid, Gazipur Sadar, Gazipur 1700.

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Career Objective:

To achieve a meaningful and challenging position in a reputed organization where I can prove myself as an honest, efficient and dynamic personality.

Career Summary:

Passionate Senior Accounts Executive with a demonstrated history of working in the field of LC handling, Bank book reconciliation, preparation of budget, financial statements & liability position etc and moreover handling the overall Company's financial position. Besides, having good command over ORACLE ERP, Tally & XERP software along with Microsoft Word, PowerPoint and Excel. Strong professional with a Masters of Business Administration (M.B.A.) focused in Accounting & Information System from School of Management and Business Administration, Shahjalal University of Science & Technology along with ACMA (800 marks completed) under the institute of Cost and Management Accountants of Bangladesh (ICMAB).

Special Qualification:

1. Decision making based on critical reasoning.
2. Strong verbal and personal communication skills.
3. Maintains a high level of energy.
4. Tolerant and flexible, adjusts to different situation.

Employment History:

1. Sr. Executive-Accounts & Finance (February 16, 2020 - Continuing)

Xclusive Can Limited sister concern of Q Pail Limited.

Company Location: Plot # 53, Block # B, Kaliganj Road, Majukhan, Gazipur.

Department: Accounts & Finance.

Duties/Responsibilities:

- ✓ Preparation of the Financial Statements on monthly & quarterly basis by providing relevant explanation, schedules and IAS & IFRS compatibility.
- ✓ Reconciliation of all Bank Statements (BDT, USD, Margin account).
- ✓ Daily update of bank liability position CC Loan, UPAS Loan, Stimulus Fund etc. & preparation of monthly Liability position.
- ✓ Supervision of loan liaison with all Banks/NBFI & handling of company Investment Facilities.
- ✓ Work in the implementation & development of ERP software through module development in accounts part.
- ✓ Handling of Fixed asset register through ERP along with proper segmentation.
- ✓ Checking of L/C files (Bank charges, Insurance, C&F expenses, Custom duty, L/C Transport etc.) and calculate L/C landed cost of Raw Materials & Machinery items.
- ✓ Preparation of daily Bank status report & monthly payment schedule.
- ✓ Planning daily fund management including new LC open & LATR payment as per the requirement of the Bank and others.
- ✓ Be the liaison person between Company & respective bank.
- ✓ Daily bank transaction follow up along with software posting.

- ✓ Calculate the interest on Short term loan, CC loan, OBU term loan, UPAS loan, LTR etc & posted it software.
- ✓ Follow up reviewing of monthly draft accounts and ensure an accurate and timely monthly, quarterly and year end close.
- ✓ Generating financial reports and statements that detail the status of accounts receivable & payable.
- ✓ Maintain book of accounts as required by income tax, vat rules, company act and other relevant acts.
- ✓ Inventory Management – Reconcile software with store and conduct month end physical verification and valuation.

2. **Officer (January 16, 2017 - February 10, 2020)**

PHP Steel Complex (A Concern of PHP Family)

Company Location: PHP Steel Complex (A Concern of PHP Family) Bara kumira, Sitakunda, Chattogram.

Department: Accounts Department

Duties/Responsibilities:

1. Preparing, checking as well as reconciliation of daily receive and payment statements of all subsidiaries: (PHPCRM, PHP CRMNOF, PHP STEELS, PHP CGML, PHP PGP, PHP NOFCGM.)
2. Handling accounts payable accounts.
3. Cash management.
4. Handling, preparation of cash budget and reconcile those.
5. ERP (ORACLE) software posting & bill forwarding.
6. Preparation of salary sheets, overtime bills, bonuses, PF, labor bill sheets etc.
7. Handling company payroll as well as bank liaison.
8. Reconciliation of a bank statement.
9. Preparation of employee's final settlement

3. **Teacher (February 2, 2013 - August 31, 2015)**

UCC Coaching Centre

Location: Amberkhana, Sylhet.

Department: Accounting

Duties/Responsibilities:

1. To teach students who want to get admission in Public Universities
2. To teach H.S.C candidates.

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Passing Year	Duration	Achievement
Master of Business Administration (MBA)	Accounting & Information System	Shahjalal University of Science & Technology, Sylhet.	CGPA:3.23 out of 4	2016	1	-
Bachelor of Business Administration (BBA)	Accounting & Information System	Shahjalal University of Science & Technology, Sylhet.	CGPA:3.38 out of 4	2015	4	-
HSC	Business Studies	Hajera-Taju Degree College, Chittagong	CGPA:5 out of 5	2010	2	Gained Chittagong Board Scholarship (General)
SSC	Science	Gaibandha N.H Modern High School, Gaibandha.	CGPA:5 out of 5	2008	2	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
FSSC 22000	Food Safety and Security Certification	Green watch Engineering	Bangladesh	Xclusive Can Limited	2020	4 months
XERP Software	Accounts	XERP Software Solutions	Bangladesh	Dhaka	2020	1 month
Computer Office Application	-	Sohor Somaj Seba Odhidoptor	Bangladesh	Rangpur	2017	6 months

Professional Qualification:

Certification	Institute	Location	From	To
ACMA (800 marks completed)	The Institute of Cost and Management Accountants of Bangladesh (ICMAB)	Dhaka	15 th July, 2017	30 th June, 2021

Language Proficiency:

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

Personal Details:

Father's Name : Md. Asaduzzaman Khan
Mother's Name : Mst. Rahima Khatun
Date of Birth : May 6, 1993
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 8685240114
Religion : Islam
Permanent Address : Old Hospital Road, Gaibandha Sadar, Gaibandha, Gaibandha Sadar, Gaibandha Sadar, Gaibandha 5700

Reference (s):

Reference: 01

Name : Rezwan Ahmed
Organization : Shahjalal University of Science and Technology
Designation : Professor
Address : Dept. of Mathematics SUST, Sylhet, Bangladesh
Mobile : +8801740597938
E-Mail : rahamad-mat@sust.edu
Relation : Relative

Reference: 02

Mr. Sakhwat Hossen (FCMA)
PHP Steel Complex
Senior Manager (Management Accounts)
PHP Steel Complex (A Concern of PHP Family)
Bara kumira, Sitakunda, Chattogram
+8801685057233
Professional

I do hereby declare that all the particulars provided here are true and no false information is provided.

Signature



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Md. Sakibuzzaman Khan