



 Amlapara, Narayanganj

 01672-416028

 mithunchakrabarty6@gmail.com

Skills

- Multiple Accounting software—Quick Books, ERP-9 (Tally), Kandari Dhir
- Reporting- Financial Statements, Aging, Budgeting, A/P & A/R report, Reconciliation etc.
- Data entry, Data Analysis
- LC related job & Banking

Language Skills

- English -Advance
- Bengali- Advance

Mithun Chakrabarty

Career Objectives

To achieve the recognition as a competent professional by playing a vital role in the rapid progress of the organization with my professional skill, sincerity, integrity and all effort to the organization especially in the field of Finance & Accounts and to secure a superb position in the organization is my goal.

Work Experience-6+ years

Aug 05, 2020 - Continue	Sr. Executive- Finance Getinbox Limited- Banani, Dhaka
Nov 15, 2017 - May 12, 2020	Sr. Executive- Finance & Accounts eGeneration B2B Ltd. (Gemsclip.com) Gulshan-1, Dhaka
Dec 01, 2014- Nov 14, 2017	Executive- Finance & Accounts GN Cotton Spinning Mills Ltd-Narayanganj
Aug 01, 2013- Nov 30, 2014	Asst. Officer- Finance & Accounts Purbani Group- Gulshan-1, Dhaka

Educational Background

2020	CMA-Level 2 (complete) Institute of Cost and Management Accountants of Bangladesh
2009	M.B.S- Accounting- 57% Dhaka College, Dhaka
2008	B.B.S- Accounting-55% Habibullah Bahar College & University, Dhaka
2004	H.S.C- Business Studies-3.60 Narayanganj College, Narayanganj
2002	S.S.C- Business Studies-3.75 Narayanganj High School, Narayanganj



Computer Skills

Computer: Microsoft Office
(Excel, Power Point, Word)

Soft Skill

- Integrity
- Confidentiality
- Good Communication
- Decision Making
- Team Player
- Flexible on journeys



Co-Curricular Activities

- Captain of Cricket & Football Team in the School & Varsity level.
- Love to travel & explored many places.
- Hobby to read novels & watching movies and Tv series
- Participate various scout activities up to varsity level
- Doing 3 years various volunteer activities under local LEO club.
- Organized 3 major Events In varsity level.



Job Responsibilities

- Prepare monthly, quarterly & yearly Financial Statement, Forecasting budget Report, Income Tax return & withholding Tax return.
- Report in weekly & monthly basis Aging of Customers & suppliers, sales, purchase, collection, A/R, expense report to Management.
- Input all cash, bank & expenses transactions voucher to ERP-9 day to day
- Input sales, purchase, cash, payroll vouchers & Tax payment on time to time
- Maintain Fund management, petty cash & supplier's payment, advance management system,
- Reconcile bank, cash, A/P, A/R accounts monthly basis
- Check C&F and Transportation Bill, Maintain back to back LC related task
- Prepare export documents such as Invoice, Packing list, Bill of exchange, etc.
- Checking attendance H/O officers, overtime of factory workers, roaster, yearly increment etc (partial basis)
- Supervising administrative staff and dividing responsibilities to ensure performance.
- Keep stock of office supplies and place orders when necessary
- Coordinate office activities and operations to secure efficiency and compliance to company policies

Referee



1. Md Shariful Islam-CA

Company Secretary
eGeneration Ltd
Mobile: 01717-573302
Email: aniterdiary@gmail.com
Relation- Supervisor

2. Subbir Ahmed-CA

Manager- Finance & Accounts
NZ Group
Mobile: 01911-728602
Email: subbirahamed@nz-bd.com
Relation- Supervisor