



Rahul Bhattacharjee

Accounts Officer

Aspire to work in a dynamic environment with an aim to contribute to the growth of the organization. Highly analytical, can solve problems independently and very flexible to adapt to new ideas. I am exceedingly committed, able to progress with in-depth policies and procedures.



rkbroni@gmail.com



+8801714484017



House No 272, Magura, Kulaura,
Moulvibazar, Bangladesh

SKILLS

Value Added Tax

Attention to details

Microsoft Outlook

Basic Microsoft Word

Basic Microsoft Excel

Gmail

Client Relationship

Problem Solving

LANGUAGES

Bengali
Full Professional Proficiency

English
Professional Working Proficiency

INTERESTS

Cricket

Electronic Gadgets

WORK EXPERIENCE

Assistant Officer (Accounts & Finance) Akij Plastics

10/2018 – Present

Chatak, Sylhet

Responsibilities

- Maintaining Petty cash Fund & Transport Fund.
- Checking the bills and processing for payment.
- Maintenance of Cash Book, Ledger & different register related to Accounts & Finance.

Assistant Officer – Accounts/Store Transcom Distribution Limited

11/2017 – 10/2018

Sylhet

Responsibilities

- Build strong relations with Managers, sales representatives and co-workers.
- Responsible for Regional Product Delivery.
- Store monitoring; monitoring SK+F stocks inbound/outbound.
- Account payable/receivable; Daily cash collection and updating on ERP System.
- VAT(Value Added Tax) updating and maintaining VAT registrar(MUSOK 11, 11 KA, 12, 12 KA).

Support Executive (Sales Department) Bangladesh Lamps Limited (Transcom Group)

07/2017 – 11/2017

Dhaka

Responsibilities

- Provide SA wise report to HOS, RSM, ASM, TSM, TSO with all issue related order collection and DMS system.
- SA wise sales order monitoring.
- Check the system / targeted memo v/s actual order / beat and day wise.
- Check the location of order entry and confirm the place of entry through GPS.

EDUCATION

MBA (Accounting and Information System) Leading University

2016 – 2017

3.40

BBA (Accounting and Information System) Leading University

2013 – 2016

2.71

REFERENCES

Available upon request