

## Sujon Mallik

Address: House 15, Road 3, Shekhertek, Adabor, Mohammadpur, Dhaka-1207.  
Mobile No: +8801719409360  
e-mail: sujonmallik3@gmail.com



### **Career Objective:**

To achieve high degree of professional excellence by putting continuous efforts and exerting knowledge and skills this will ultimately contribute to the achievement of personal and organizational goals.

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"><li>• Agent account (collection &amp; payment)</li><li>• Bank Reconciliation</li><li>• Prepare Order Closing Report</li><li>• Reconcile job order related LCs</li><li>• Preparing debit, credit and journal voucher</li><li>• Maintaining cash book, subsidiary ledger of bills</li><li>• Accounting reports of daily, weekly, monthly &amp; yearly basis</li><li>• Payment of bills, invoice and salaries.</li><li>• To perform any accounts related work assigned by the authority</li><li>• Maintain All Advance in register</li></ul>	Since my internship up to the employment I have gathered a sound knowledge on Finance background works with hands on experience.

### **Employment History:**

#### **Total Year of Experience: 2 Year(s)**

##### **1. Head of Accounts and Finance ( July 01, 2018 - Present)**

**Team AM (Bangladesh) Ltd.**

**Company type: Freight Forwarding.**

Company Location: 87 New Eskaton Road, Dhaka-1000.

Department : Accounts & Finance

Duties/Responsibilities: Accounts & Finance

##### **2. Jr. Executive Accounts (May 10.2017 – June 15.2018)**

**Universal Concept Ltd.**

**Company Type: Audit Firm**

Company Location: Shah Ali Tower Kawran Bazar Dhaka.

Department: Accounts

**Duties/Responsibilities:**

Accounts

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration
MBA	Finance	National University	3.85 on the scale of 4.0	2015	2014-2015
BBA	Finance	National University	3.13 on the scale of 4.0	2014	2010-2014
Higher Secondary Certificate (HSC)	Business Studies	Shahid Smrity College	4.5 on the scale of 5.0	2010	2008-2009
Secondary School Certificate (SSC)	Business Studies	Kadambari High School	4.19 on the scale of 5.0	2008	2006-2007

**Professional Qualification:**

Certification	Institute	Location	From	To
Computer Science & Technology	Media Vision Institute (Approved by Bangladesh Technical Education Board,Dhaka.Code:50481)	Mohammadpur,Dhaka.-1207	November 01, 2015	May 05, 2016

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High

**Personal Details :**

Father's Name : Sumanta Mallik  
Mother's Name : Moyna Mallik  
Date of Birth : May 10, 1993  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
National Id No. : 19932690230001245  
Religion : Hindu  
Permanent Address : Mallik Bari,Vill:Jalirpar,Po:Jalirpar,Ps:Muksudpur,Dist:Gopalgonj.

**References:**

Shafiur Rahman  
Relationship Manager  
Uttara Bank Ltd  
shafiq1239@yahoo.com

Ranjit Kumar Roy  
Joint Director  
Bangladesh Bank.  
ranjit.roy@bd.org.bd