

## 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.
- 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.
- Imported LC costing (Calculate landed cost of raw material and capital machinery).
- 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.
- 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.
- Be the person who provides any accounts related statement as required by the management with accuracy within the shortest possible time.

## 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.
10. Preparation of all kinds of accounts statements.

## 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 Odhidoctor	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 <sup>th</sup> July, 2017	30 <sup>th</sup> 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**