

MD. SAKIBUZZAMAN KHAN

Address: Plot#, 53/1, Block-B, Kaligonj Road, Harbaid, Gazipur., Gazipur Sadar, Gazipur Sadar, Gazipur 1700
Mobile No 1: 01745180888
Mobile No 3 : 01685057233

e-mail : ksakibuzzaman@gmail.com



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.

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:

Total Year of Experience : 5.3 Year(s)

1. Sr. Executive (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

Duties/Responsibilities:

LC Handling, Bank Statement Reconciliation, Bank CC Loan Handling, Bank UPASS Loan Handling moreover Bank Liability Position Handling as well as Financial Statement Preparation

2. Officer (January 16, 2018 - 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: (PHP CRM, 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.

6. ERP (ORACLE) software posting & bill forwarding.

8. Preparation of salary sheets, overtime bills, bonuses, PF, labour bill sheets etc.

9. Handling company payroll as well as bank liaison.

11. Reconciliation of bank statement.

12. Preparation of employee's final settlement.

13. Preparation of all kinds of accounts statements.

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

UCC Coaching Center

Company 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	Pas.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 Schoarship (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	Greenwatch 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

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
Current Location : Gazipur

Reference (s):

Reference: 01
Name : Rezwan Ahmed
Organization : Shahjalal University of Science and Technology
Designation : Proffesor
Address : Dept. of Mathematics SUST, Sylhet, Bangladesh
Mobile : +8801740597938
E-Mail : rahamad-mat@sust.edu
Relation : Relative

Reference: 02
Mr. Sakhwat Hossen (ACMA)
PHP Steel Complex
Senior Manager (Management Accounts)
PHP Steel Complex (A Concern of PHP Family) Bara kumira, Sitakunda, Chattogram
+8801685057233
Professional