

SIBBIR AHMMED

Address :House- 32,
Road-Somotta Sorok,
Vatara, Dhaka
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Career Objective:

Seeking a Position in the Accounting/Information Technology field where excellent analytical and technical skills can be utilized to improve the company`s profitability.

Career Summary:

Detail oriented, efficient and organized professional with extensive experience in accounting systems. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet, loyal and ethical.

Special Qualification:

Basic programming, Microsoft office package, Logistics, Warehouse management, Administration, Vat and tax, Credit recovery, Client management

Employment History:

Total Year of Experience :6.5 Year(s)

1. Business Development Manager (June 20, 2020 - Continuing)

A & A Consulting Limited

Company Location: House#01, 4thFloor, Road#20, Block#J, Baridhara,Dhaka

Department: Sales & Marketing

Duties/Responsibilities:

#Developing growth strategy focused both on financial gain and customer satisfaction.# Conducting research to identify new markets and customer needs. Arrange business meetings with prospective clients. Promote the company's product & services addressing or predicting client's objectives. Prepare sales contracts ensuring adherence to law established rules and guidelines. Keep records of sales, revenue, invoices etc. Provide trustworthy feedback and aftersales support. Build long-term relationships with new and existing customers. Develop entry level staff into valuable salespeople .#Prepare MIS Report for Higher Management, Any other tasks assign by Management

2. Senior Executive (August 10, 2015 - May 15, 2020)

Thyrocare Bangladesh Limited

Company Location :Confidence Centre (12th floor),Kha-9,Progoti Sharoni,Shazadpur,Gulshan-1212

Department: Finance & Accounts

Duties/Responsibilities:

1.Daily Monitoring & Checking All kind of Financial activities in Cash Counter.2.recording accounts receivable & payable. 3. Prepare in house bills & vouchers DV, CVR, JVR. 4. Communicate with credit clients. 5. Preparing monthly credit report & invoice. 6.making day to day banking transactions & communicate with bankers.7.Preparing Accounts & Marketing Sales report for higher Management,8.Maintaining Companies VAT&TAX Management & Also Maintaining Other Legal & Professional Task. 9. Maintain vendor accounts & Relationship .10.Manage the Field officer, Storekeeper, Office Assistant, Guards, Cleaner and supervise their regular tasks properly. 11. Preparing & maintaining cash, bank transactions, received and payment statement, stock recorded. 12.Proper maintenance of books of accounts registers, cash & bank transaction. 13. Preparation and submission of periodic financial reports to the manager. 14. Cash advances are monitored and cleared on a timely basis 15. Prepare work order, & maintain Cheque Register.16.Prepare Bank

Reconciliation.17.Check daily expenditures, vouchers, Requisition, and daily transactions.18.Monitoring & Checking fuel log books of both drivers.19.Take proper immediate action any incident happen in road, solving traffic police problem,20.Disbursement Fuel cash to the driver & Field officer, Collaborate with Logistics Manager for regular Assign job, Perform Any other task assign by Management.

3. **Junior Accounts Officer (May 1, 2014 - June 30, 2015)**

Imam Network Limited

Company Location :SK Centre (8th floor),Gp-JA/4,Mohakhali,Dhaka-1212

Department:Finance & Account

Duties/Responsibilities:

Prepare bills & vouchers, Day to day banking transactions, Maintain petty cash, prepare sales report, Disburse Salary & prepare salary statement, recording accounts receivables & payable

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Finance	Manarat International University	CGPA:3.25 out of 4	2019	1
Bachelor of Business Administration (BBA)	Finance	University of Liberal Arts Bangladesh	CGPA:2.45 out of 4	2014	4
HSC	Business Studies	Narsingdi Model College	CGPA:4.1 out of 5	2008	-
SSC	Business Studies	Chhutabond SMA high School	CGPA:3.69 out of 5	2006	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
VAT And SD act 2012	VAT And SD act 2012	The riverine	bangladesh	Institute of planning development .nilkhet	2019	2 days
International Citizen Service ICS Entrepreneurship Project	National Youth Volunteering	VSO Bangladesh	Bangladesh	rangpur	2014	90 days

Career and Application Information:

Looking For : Mid-Level Job
 Available For : Full Time
 Present Salary : Tk. 25000
 Expected Salary : Tk. 30000
 Preferred Job Category : Accounting/Finance
 Preferred Location : Anywhere in Bangladesh
 Preferred Organization Types : Banks, Insurance, Investment/Merchant Banking, Manufacturing (Light Engineering & Heavy Industry), University, NGO, Garments, Audit Firms /Tax Consultant, Hospital, Gas

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Adobe Photoshop • Warehouse Management • Basic Web Development • Audit • COMPUTER KNOWLEDGE • Microsoft word and excel • E-Commerce products • Leadership • VAT and Tax • cash management

Extra-Curricular Activities:

Organized Motorcycle Tour and love to travel all over the Bangladesh. Playing Cricket & Football, Making big kite and fly. Volunteering

Language Proficiency:

Language	Reading	Writing	Speaking
bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : Abdul Haque Akanda
 Mother's Name : Soity Akter
 Date of Birth : December 27, 1990
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Village: Ranigass,PO:Madovhpur, Brahmanpara, Brahmanpara, Cumilla 3526
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: MD.KAMRUZZAMAN	Nural Alam Shakil
Organization	: Bangladesh Rural Electrification Board	Imam Network Limited
Designation	: Assistant Director	Head of Corporate Affairs & Finance
Address	: Nikonju,Khilkeht,Dhaka	SK Centre (9th floor),GP-JA/4,Mohakhali,Dhaka-1212
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Relation	: Professional	Professional