

CURRICULUM VITAE

RESUME OF

GOBINDO RAY

Executive-Finance & Accounts in VIP Industries Bangladesh Pvt. Ltd

House No-240, F-5B, 2nd Phase, Road No-8, Sonadanga R/A, Khulna.

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CAREER ASPIRATIONS: I myself as a highly enthusiastic, determined and dynamic employee with 1st class business post-graduation along with 1000 marks completed in CMA and more than 4 year experience strives to key accounts management, internal audit, management accounts, finance, taxation, export-import experience, analytical ability, communication skill and proficiency in SAP to the highest profitable level for an organization.

CAREER SUMMARY:

- More than 4 years of diverse experience in accounts and finance.
- Proficiency in SAP (FICO, SD & MM Module) generalist.
- Accounting including audit compliances,
- Auditing including compliances of statutory accounts,
- Reporting on managerial, financial and auditing activities,
- Banking for all sorts of activities in BG, Foreign TT, and Letter of Credit.
- Man Management.
- Superior coordination and cross functional alignment skills.
- Excellent oral and written communication and interpersonal skills.
- Strong client relationship management skills with proven success in being customer focused and results driven in an environment.
- Contribution to reduce cost of materials and overheads.
- Amazing ability to prioritize and multi-task and to work under deadlines & pressure.
- Contribution to make budgeted profit.

HIGHLIGHTS AND TOOLS

<ul style="list-style-type: none">• SAP ERP• Key accounts Management• Internal Audit• Strong communication skill	<ul style="list-style-type: none">• Cost Accounting• Management Accounting• Finance• Capable to work independently
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SAP FICO, MM & SD Module

F-02, FB01, FF67, FEBAN, F.08, FB08, F-53, F-48, FB50, F-28, F-29, F-44, F-03, FB60, MIRO, FBCJ, FAGLB03, FAGLL03, FS10N, FK10N, FD10N, FBL1N, FBL3N, FBL5N, FB03, VA01, VA02, VA03, VA05, VL01N, VL02N, L03N, VF01, VF02, VF03, VF04, VF05, MM60, CK13N, ME23N, ME2M, FB51, MIR5, MB5B, CS13, CS03, CK13N, ZODVENAGE, ZVEDG, ZC_OPNREV_NEW.

WORKING EXPERIENCES

Designation: Executive Officer-Accounts & Finance (1st Aug 2015 to till now)

VIP Industries Bangladesh Private Limited. (A Multinational Company)

Address: Plot No: 74-83, Mongla EPZ, Bagerhat, Bangladesh.

RESPONSIBILITIES:

- Preparing monthly cash flow, flash report, stock report & dispatch report for management.
- Assist in preparing and submitting of Financial Reports (Quarterly, Half Yearly and Annually).
- Prepare monthly reconciliation of Bank statements (BRS) both manual and SAP.
- Prepare and posting of all types of vouchers (Journal voucher/ Payment voucher/ Credit voucher).
- Assist in reviewing of daily payments and receipts.
- To prepare sales & account receivable report.
- Ensure security and safe custody of all financial documents.
- Assist in other accounting activities.
- To conduct internal audit over operational & financial activities.
- To review & check Bills/Voucher/Invoice & other supporting documents.
- To assist in controlling cost, safeguarding assets and ensuring company norms in operation.
- To detect fraud & error and assessing risk of operation and recommending to prevent the same.
- To ensure compliance of rules & regulation of the Company.
- Ensure accuracy & accountability in accounting,
- Vendor Booking in SAP both MIRO & FB60 independently.
- Settlement of bill on due date and prepare check for payment to the vendor.
- Monitoring TT & International Payment.
- Reconciliation with vendors on a quarterly basis with necessary record.
- Prepare of challan along with cheque for TDS and VAT payment.
- Prepare VAT return & submit VAT office with in time.
- Maintaining cheque register on a regular basis.
- Fund receiving from customers & posting in SAP.
- Accounts opening & co-ordination with bank.
- Any other responsibility assigned by management.

TRAINING

SAP FI & SD MODULE	Receiving 1-week excellent training by Indian Intellect SAP Team
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ADVANCE LEVEL EXCEL USER.

(VLookup, Reverse VLookup, Double Vlookup, HLookup, Pivot Table, Conditional Formatting, If Function).

AWARD:

- I. "A.F Mojibur Rahman Award" from Institute Cost of Management of Accountant (ICMA) in 2017.
- II. STAR Performer in year 2017" from VIP Industries Bangladesh Private Limited for achieving goal & accomplish 100% target.

PROFESSIONAL DEGREE:

CMA	Institute of Cost & management Accountants of Bangladesh (ICMAB) Profession Level-1 & 2 (Continuing) Completion: 1000 Marks out of 2000 marks.
MBA	Khulna University Business Administration Discipline (Regular) Major in Finance

ACADEMIC QUALIFICATIONS

M.B.S	Govt. Titumir College, Dhaka Class: 1st class, Session: 2010-2011 Major: Finance & Banking
B.B.S (Hons)	Azam Khan Govt. Commerce College, Khulna. Class: 2nd class, Session 2006-2007 Major: Finance & Banking
HSC	Baliyadanga khanpur College, Monirampur, Jeshore. CGPA: 4.50 Group: Commerce, Year : 2006.
SSC	Modhupur Bahadurpur High School, Monirampur, Jeshore. CGPA: 3.50, Group: Science, Year: 2004.

PERSONAL INFORMATION

Father's Name	Anondo Ray
Mother's Name	Menoti Ray
Date of Birth	5th April, 1989
Permanent Address	Vill: Bahadurpur P.O: Modhupur Upzilla: Monirampur District: Jeshore.

REFERENCES

1) Prof. Md. Sheikh Ziaul Islam, FCMA Chairman Institute of Cost & Management Accountants of Bangladesh (ICMAB) Head of Accounting Azam Khan Govt. Commerce College, Khulna. Cell No: 01558313862	2) Sanjay Kumar Dey (FCA) India Head-Accounts & Finance VIP Industries Bangladesh Private Ltd. Plot: 74-83, Mongla EPZ, Khulna. Cell No: +91 9007337977 E-mail: sanjaykdey@hotmail.com
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DECLARATION

I the undersigned and certify that the aforementioned information is correct and authentic.



GOBINDO RAY