**Rabishanker Biswas**



Address: House-41, Road-05, Sector-12, Uttara, Dhaka-1230

**Mobile:-01794644675|** robi55bd@outlook.com.

**CAREER OBJECTIVE**

Because of being young, energetic and dynamic, I would like to build up a gleaming career where I have prepared to explore myself in creative manners. I aspire for a position where a reasonable security and job satisfaction will be assured during my role in an authority. I like to devote myself for my duty putting my utmost sincerity, steadfastness and integrity.

**PROFESSIONAL SUMMARY**

**A confident and resourceful Accounts Professional** with academic background from a reputed university of **Bangladesh** and along with more than **6.03**years working experiences in **Sr. Executive (Accounts& Admin)**field including reputed group of companies like **1. Bachar Engineering Ltd., 2. MallikGroup3. L'usine Fashion Ltd**. I am vastly experienced in Accounts generalist affairs and my core skills are:

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| * Maintain accounting Tally ERP 9. * Preparation of receipts and payment A/C. * Payroll Administration. * Daily petty cash Maintain. | * Maintain Cash book Bank book, Subsidiary Ledger of bills**.** * Maintain books of accounts, bill/ vouchers /petty cash/ bank accounts and audit. * Maintain monthly Salary Accounts. | * Price declaration & write VAT Challan. * Maintain of all VAT Registers (Sales & VAT) * Preparation & submission of VAT return * Communicate with VAT authority. * Internal Audit. |

**WORK OF SPECIALIZATION**

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| * Tally Prime * Tally ERP-9 * VAT & TAX Maintain. * Books of accounts on a regular basis. * Bank reconciliation. * Daily vouchers & Cash Management. * Financial Reporting. * Financial Analysis. * Inventory Maintain. * MS Office ( MS Word, MS Excel) | * E-GP Tender * Finance/ Accounts Budget * Internal Audit * Cost Management * Computer Operator * Bank management * Store/ inventory * Administrative * Salary (Payroll) * Internet |

**EMPLOYMENT HIGHLIGHTS**

1. **Bachar Engineering Ltd. Sr. Executive (Account’s)since 05 Jan. 2019**

**Duties/Responsibilities:**

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| * Maintain Accounting Software Tally Prime. * Maintain the books of accounts on a regular Basis. * All Leger Books Maintain. * Bank Book, Bank Reconciliation. * Payroll (Salary) Reporting. * Daily Cash Sheet Report. * Debit voucher & Credit voucher * Prepare monthly bank Reconciliation. * Financial Statements. * Cost & Budget Reporting Weekly & Monthly * Purchase Party & Sales Party Books. | * Internal Audit to Inventory Monthly Report. * Maintain of all VAT Registers. * Preparation of Price declaration & write VAT Challan. * Income Preparation& Work to TAX. * Support to Preparation & submission of VAT return. * Support to submission of Value Added Tax Return. * eGP Tender & All kinds of tender work. * Day-to-day tasks assigned by the Department Head from the time to time. |

**2. Mallik Group, Executive (Account’s Officer**)**,Jan 7, 2017, 31 Dec, 2018**

**Duties/Responsibilities:**

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| * Maintain Cash book, Bank book, Subsidiary Ledger of bills receivable and bills payable * Record purchase and sales of the company into the Accounting Software * Maintain accounting **software ERP and Tally ERP 9.** * Maintain Monthly Salary Accounts. * Maintain Bank Accounts |

**3. L'usine Fashion Ltd., Jr.Executive (Accounts Officer), January 16, 2015 –January 01, 2017**

**Duties/Responsibilities:**

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| * Maintain books of accounts, **bill/ vouchers/ petty cash/ bank accounts and audit.** * Preparation of receipts and payment A/C * Maintain **accounting software ERP.** * Maintain Salary Accounts   **4. Standard Bank Ltd., Internship ( September 16, 2014 - December 17, 2014)**  **Duties/Responsibilities:**   * General Banking Like as Credit Risk Manage & Recovery System. * General Banking. * Account Open. * Software Basic Account Open. * Interest Payment. * Cheque book Requirement. * All others work in General Banking. |

**PROFESSIONAL ACADEMIC PROFILE**

* **CFO Professional Degree, Finance & Accounts, Chartered Officer Ltd., 2020, Running.**

CFO course covers Tally ERP Software, QuickBooks Software, SAP Software, Business Communication, MS Office, Professional Excel, IAS & IFRS, VAT & TAX, Financial Reporting (Trial Balance, Cash Flow Statement, Balance Sheet&etc.), Company Affairs, Business Law, Business Analysis, Banking, Internal Audit, Internal Control & etc.

* **Practical Accounting, E7 Training, 2021 to Running.**

Practical Accounting, Tally ERP-9, Tally Prime, Redbook, Basic IT, Basic Accounting, Advance Excel, Financial Accounting, Management Accounting, Company Affairs, Financial Statement, Profit/Loss, Cash Flow Statement etc.

**ACADEMIC PROFILE**

* **MBA, Accounting, Northern University Bangladesh**, 2015, **3.10** Out Of (4.0).
* **BBA,** Major in **Accounting**& Minor in **MIS**, **Northern University Bangladesh,** 2014, **3.19** Out of (4.0)**.**
* **HSC** in Business Study, **Lal Mia City College, Gopalgonj**, 2010, **4.40** Out of (5.00).
* **SSC** in Business Study,**Tuthamandra High School,** 2008, **4.13** Out of (5.00)**.**

**TRAININGS AND WORKSHOPS**

* **VAT (All Mushak, VDS, VAT return & All Vat Work), VAT School-2020.**
* **Accounting Software Tally Prime, TallySolution bd, June to August-2020.**
* **E-GP Tender & Tender-bdtender.com, March-2020.**
* **Vat & Tax - Bangladesh Tax Training Institute- (NBR), September-2019.**
* **Accounting Software Tally ERP-9**, **Bangladesh Institute of Management (BIM), January 2018, 1 Month.**
* **Computer Diploma Courses--Bangladesh Computer Education Development Society. 2010. 6 Months.**

**COMPUTER SKILLS**

* MS Office: -MS Word, MS Excel, MS PowerPoint, MS Access.
* Application Software: - Tally Prime, Tally ERP-9 , Redbooks, QuickBooks, VAT etc.
* Internet :- web browser, mail

**PERSONAL INFORMATION**

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| **Father's Name** | **:** | **NaliniBiswas** |
| **Mother's Name** | **:** | **LuxmyBiswas** |
| **Date of Birth** | **:** | **August 7, 1993** |
| **Gender** | **:** | **Male** |
| **Marital Status** | **:** | **Married** |
| **Nationality** | **:** | **Bangladeshi.** |
| **National Id No.** | **:** | **8698552612** |
| **Religion** | **:** | **Hindu** |
| **Permanent Address** | **:** | **Vill: Satpar Post: Satpar P.S: GopalgonjDist: Gopalgonj** |
| **Current Location** | **:** | **Dhaka Division.** |

**REFERENCES**

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| **MrinalKantiBiswas (Mithu)**  Deputy Registrar.  Ministry of LGRD and Cooperative.  F-10,Agargaon Civic Sector  Sher-E-Bangla Nagor, Dhaka-1207.  Mobile # 01712-416747  Phone 02-58157408  Email: mithubiswas015@gmail.com | **Ayrin Sultana**  Asst. Branch Manager  Standard Bank Ltd.  Gopalgonj Branch Office  City Square Shopping Mall, College Road, Gopalganj  Mobile # 01728309309  Phone +880 2 7175698  Email: Ayrin\_Sultana@yahoo.com |

Sincerely,

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‘**RabishankerBiswas’**