

MINTU KUMER SUTRADHAR

Address: Samad Molla Bhaban, Beside of Zinzira Temple ,
Model thana road , Keranigonj Dhaka -1312.
Mobile No: 01886281592
Email : mksacba.bd@gmail.com

Career Objective:

Having years of work experience in the field of Accounts and Finance. Easily adaptable to any environment, able to work under pressure producing the required results. Have excellent planning, analytical and problem-solving skill.

Career Summary:

Financial Analysis, Financial Reporting, Financial Accounting, Auditing, Banking, Account Reconciliation, Financial Planning, Internal Audit, Cash Flow, Microsoft Excel, Budgets, Forecasting, Leadership, Account Payable, Account Receivables.

Employment History:

Total Year of Experience : 13.7 Year(s)

Assistant Manager (In-charge) (May 28, 2022 - Continuing)

Gontobbo Courier Service

Company Location : Dhaka, Bangladesh

Department: Finance & Accounts

Duties/Responsibilities:

01. Prepared the journal entries (expenses, depreciation, accruals, and provisions).
02. Opened and furnished accounts various banks by using companies' trade facilities.
03. Dealt with various trade facilities and furnished such transaction when the company needed funds.
04. Made advance payment and later balance payment to suppliers in company by using banks trades.
05. Assisted actively in the monthly closing procedures and preparation of monthly management.
06. Input and ensured the accuracy of the general ledger bookings and analysis of the movement of Accounts.
07. Assist in developing ideas, providing input and analysis to various TAX/VAT savings and mitigation initiatives.
08. To work on projects and in diverse teams to improve, enhance and standardize VAT processes through systems and process improvements
09. Responsible for preparing income tax returns of the company or individuals
10. Responsible for updating the company sales tax database as tax rates change.
11. Responsible for collecting tax-related information and give advice to the management on the tax impact of various corporate strategies
12. Co-ordinate with other authorities in auditing.

JAVP (December 26, 2007 – August 21, 2021)

Delta Life Insurance Co. Ltd

Company Location : Dhaka, Bangladesh

Department: Accounts

Duties/Responsibilities:

01. To prepare voucher as per supporting documents and obtain approval accordingly.
02. Handle bank transaction with the employees and accounts related holder
03. Communicate with accounts, employees, suppliers & others for smooth cash operation.
04. Ensure all petty cash receipt and payment voucher should be properly maintained.
05. Ensure entry of all types of bills with vouchers in accounting & oracle software.
06. Check document/ instruments and arrange payment as per approval.
07. Maintain required database and prepare reports regularly.
08. Cost Analysis monthly & yearly.
09. Handle 35 bank account & reconcile with bank book
10. Prepare Monthly & year ending financial statement & submitted respective authority.
11. Maintain & Update Fixed Asset Register time to time
12. Calculation & submitted TAX/VAT as per respective authority time to time

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Master of Commerce (MCom)	Management	National University	Second Class	2005
Bachelor of Commerce (BCom)	Commerce	National University	Second Class	2003
HSC	Commerce	Rajshahi Board	Second Division	1999
SSC	Science	Rajshahi Board	Second Division	1997

Expert :

01. Automated Excel,
02. Graphics & Web Designer,
03. Oracle Software &
04.Data Head Software drive,

Personal Details :

Father's Name : Jitendra Nath Sutradhar
Mother's Name : Nayon Rani Sutradhar
Date of Birth : November 15, 1979
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 1018885067863
Religion : Hinduism
Permanent Address : Village: Chakkeshob, Post Office: Chandaikona,Thana: Sherpur, Dist: Bogura- 5841
Blood Group : B+ (Positive)

Reference (s):**Reference: 01**

01. Name : Mithun Chandra Pal FCA, ITP, LLB
02. Organization : Utara Motors Ltd
03. Designation : Head of Internal Audit & Compliance Dept.
04. Address : Head Office, Kawran Bazar, Dhaka.
05. Mobile Number : +8801913696744
06. E-Mail : mithunchandraprime@gmail.com
07. Relation : Professional

Reference: 02

01. Name : Sunil Chandra Sutradhar
02. Organization : IRRDB
03. Designation : Accountant.
04. Address : Rangpur.
05. Mobile Number : +8801723466816
06. E-Mail : scsutradhar@gmail.com
07. Relation : Family.