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|  | Md. Ripon Hossain   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | |  | Sharjah, 61153 | |  | +971 56 3013217 | |  | riponsabit@gmail.com | |  |  | |

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| Summary | Responsible Accounts Professional, passionate about delivering outstanding quality and service. Offering 22 years of experience in industry with history of recognition for performance. Seeking a fulltime job as a **“Senior Accountant/Purchase Supervisor”** in Accounts & Finance Department, I would like to utilize my specialized expertise and acquired technical skills in the fields to enable the organization to conduct business in different and more effective ways as well as providing me with an opportunity to establish recognizable career in both personal & professional level. |

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| Experience | Junior Consultant (Accounts), 07/2022 - 05/2023  *GEMS Project, MoPA Bangladesh.*, Dhaka, Bangladesh   * Ensure the accounting and disbursement at the Project Office as per the GOB guidelines for the project; * Conduct financial and budget planning, cost accounting, auditing, etc. at the Project Office; * Establish and manage the project operational account (including the preparation of account statements) at Project Office; * Implement computerized accounting system for the project; * Maintain Books of Account at Project Office; * Prepare the monthly accounts and applications for next replenishment; * Provide training and guidance to the Project Employee on the financial reporting; * Regularly carryout related Government Office visit for smooth activity of Project ; * Review the financial records daily basis; * Carryout for the payments made against physical progress; * Continuously implementation and report any concerns to the Project director and other concern. * Ensure the efficient cash flow position; * All other works related to project accounting and financial management under direct supervision; * Report to Project Director; and any other project related work required for the smooth project implementation. * The Consultant needs to understand the existing BFD procedure and to internalize the project accounting and disbursement system. * Develop and keep all financial documents at Project Office * Maintain account records, cheque books, Cash Books * Reconcile accounts with Cash Book. * Monitor Costs and expenses according to the budget line. * Prepare the Monthly Payroll as per the employee contract of the Project. * Prepare the Budget as per the Project DPP.   Prepare Monthly, Quarterly, Half Yearly and Yearly Report and submit to the Project Office as well as concern department & Carry out any other relevant periodic duties that may be assigned by the Project Director/concerned authority from time to time.  Junior Consultant (Accounts), 10/2019 - 02/2022  *SUFAL Project, Forest Department of Bangladesh.*, Dhaka, Bangladesh.   * Ensure the accounting and disbursement at the Divisional Forest Office/ Conservator of Forests level following the World Bank guidelines for the project; * Conduct financial and budget planning, cost accounting, auditing, etc. at the divisional level; * Establish and manage the project operational account (including the preparation of account statements) at divisional/Cost center level; * Implement computerized accounting system for the project at Divisional Forest Office/ Conservator of Forests level; * Maintain Books of Account at Divisional Forest Office /Conservator of Forests level; * Prepare the monthly accounts and applications for next replenishment; * Provide training and guidance to the Range and Beat level forest officials on the financial reporting; * Regularly carryout field visit to oversee the nursery, plantation and field level activities; * Review the financial records at the Range and Beat offices; * Carryout field cross-checking for the payments made against physical progress; * Continually assess fiduciary risks at the field level implementation and report any concerns to the DFO/CF and Accounting Expert; * Ensure the efficient cash flow position at the divisional/CF level; * All other works related to project accounting and financial management under direct supervision of DFOs/CFs; * Report to DFO/CF and Consultant-Accounts & Financial Management; and any other project related work required for the smooth project implementation. * The Consultant needs to understand the existing BFD procedure and to internalize the project accounting and disbursement system.   Carry out any other relevant periodic duties that may be assigned by the Project Director/concerned authority from time to time.  Purchase Manager, 02/2019 - 10/2019  *Al Joab Group*, Dammam, Saudi Arabia  \* Prepare the Purchasing Plan Monthly and Quarterly Basis as per the Production and Project department requirement.  \* Placing the Order to purchase materials from local and International.  \* Preparing the LC for the company imported raw material checking the LC Document's and submitting to the customs for releasing the shipment and after receiving the material close the LC including all cost. (Landed Cost).  \* Prepare the report of Estimated Time of Arrival (ETA) Shipment report to update store to receive the material and indicate to the cash flow for payment.  \* Assure that proper inventory procedures are being followed and cutoff information is accurate.  \* Contracting with the Local and International supplier to fixing the Price along with the delivery and Payment terms and conditions.  \* Insuring the Material availability for Production as well as the Project.  \* Reviewing the Stock report along with the Store In-charge to not having the over Inventory in the Warehouse.  \* Reporting to the General Manager the Monthly Raw material Purchasing Status along with the Pending materials which is under process mean (Pending Purchase Order)  Senior Accountant, 06/2005 - 01/2019  *Akram K. Bader & Partner Company (ASPCO)*, Dammam, Saudi Arabia.  \* Accounts Payable Checking the supplier Invoice, Posting to the system as per the purchase order, checking the Aging Report and prepare the payment as per the due date.  \* Prepare the Cash Flow Statement daily basis and inform to the Company Management to take the necessary action accordingly.  \* Preparing the LC for the company imported raw material checking the LC Document's and submitting to the customs for releasing the shipment and after receiving the material close the LC including all cost. (Landed Cost).  \* Prepare the report of Estimated Time of Arrival (ETA) Shipment report to update store to receive the material and indicate to the cash flow for payment.  \* Prepare the Bank Reconciliation Statement of all company Bank Account and Proper Utilization of Bank Facility for the Company Benefit.  \* File all Monthly, Quarterly, and Annual sales Report, Employee Final settlement as per the KSA Labor Law and Company Policy.  \*Monthly Closing of books and produce Financial Statements.  \*File all Monthly, Quarterly, and Annual sales Report.  \* Review and maintain company's fixed assets, performing physical observations of assets on an annual basis, including adding purchase assets, transfer and disposing assets that are useable/no longer in use.  \* Review and maintain company's lease agreements including buildings, vehicle and office equipment.  \* Assure that proper inventory procedures are being followed and cutoff information is accurate.  \* Observe physical inventories at yard locations and reconcile inventory variances.  \* Calculate monthly customer incentive and ensure payments are made timely.  \* Post various journal entries to ensure proper matching of revenues and expenses on monthly financial statements.  \* Annual preparation of work papers for internal and external audits.  \* Assist with the preparation of company annual operational budget.  Admin Cum Finance Assistant, 12/2004 - 05/2005  *UNFPA, UNDP, BPATC Bangladesh.*, Dhaka, Bangladesh  \* Prepare budget and fund allocation to different sub-projects in quarter basis under the supervision of financial management Specialist (FMS).  \* Verify the individual procurement requirements, need assessments analysis before approval.  \* Visit project offices to monitor the properly maintain the guidelines.  \* Maintain different types of Register (**Receive, Cheque, Bill Etc.),** Ledger and other records to meet statutory and reporting requirements of IDA & GOB.  \* Check and verified bills (Goods, Services, Works) forward to authority for payment.  \* Responsible to prepare and submit the **Different types of Report** on Financial Management.  \* Prepare **Withdrawal Application** for fund request and Quarterly Interim Unaudited Financial Report **(IUFR).**  \* All financial information recorded using ‘Tally' software.  \*Maintained a computer based (**Tally**) financial management and budgetary system; risk based internal audit & inspection manual and trained relevant Project Staff.  Junior Accountant, 09/2001 - 11/2004  *Dhaka Urban Transport Project, DCC.*, Dhaka, Bangladesh   * Receiving the bill form the supplier and check the required documents to proceed. * Maintain the bill register to proceed the payment * Prepare the Journal Entry for the bill and payment * Posted accounts receivable payments made by cash, cheque or credit card payments. * Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines. * Generated quarterly financial reports to detail company revenues and expenses. * Reconciled bank accounts and credit card statements to address financial expenditures. * Mentored junior staff members with constructive feedback and actionable steps for performance improvement. * Completed scheduled audits to uncover and resolve financial discrepancies or budget overages. * Drafted periodic profit and loss reports to analyze trends and project future changes. |

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| Skills | |  |  | | --- | --- | | * Project timeline management * Strong leadership skills | * Tender management * Base Camp |   .. |

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| Education | Jagganath University College, Shadarghate, Dhaka., 2000  Master of Business Administration : Commerce  **Masters of Commerce** **in Accounting** passed in the year 2000 from National University of Bangladesh, Result: 2nd Class.  **Bachelor of Commerce in Accounting Hon's** passed in the year 1999 from National University of, Bangladesh, Result: 2nd Class.  **Higher Secondary Certificate of Commerce** passed in the year 1996 from Rajshahi Board of Bangladesh, Result: 2nd Division.  **Secondary School Certificate of Science** passed in the year 1994 from Rajshahi Board of Bangladesh, Result: 1st Division. |

**Personal Details**

Date of Birth : 31st December-1978

**Nationality : Bangladeshi**

**Marital Status : Married (with 03 dependent)**

**Passport No : A04010984**

**UAE ID No** : 784-1978-7851978-0

Driving License: Under Process (Final Stage)

**BD NID No : 6914085474**

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| **Participation in Traini1gs:** | |
| 1. **Training Institute** | Bangladesh Public Administration Training Center. |
| **Course Name** | Audit Objection and Disposal. |
| **Duration** | 07 (Seven) Days. |
| 1. **Institute** | Institute of Cost and Management Accountants of Bangladesh. (ICMAB) -Info Tech Centre. |
| **Name of Course** | Computerized Accounting Software-ACCPAC. |
| **Duration** | 02 (Two) Months. 48 Hour’s |
| 1. **Institute** | Dhaka City Corporation. |
| **Name of Course** | Office Management |
| **Duration** | 03 (Three) Days, 24 Hours |
| 1. **Institute** | Institute of Cost and Management Accountants of Bangladesh  (ICMAB)-Info Tech Centre. |
| **Name of Course** | Computerized Accounting Software-Tally. |
| **Duration** | 02 (Two) Months. 40 Hour’s. |
| Computer Literacy | \* Computerize Accounting Software ACCPAC, Tally, Focus, and Peachtree.  \*Computerized Accounting –FMR (Financial Management Report) Report to World Bank.  \*Proficiency in office application. ( MS Word, MS Excel, PowerPoint, MS Excess) LAN, WAN, Website Browsing,  E-Mail, with Bangle and English Type. |
| KNOWLEDGE, SKILLS AND ABILITIES: | * Ability to develop, prepare and deliver presentations. * Ability to communicate technical information to non-technical personnel. * Ability to encourage a cooperative work environment. . * Hardworking, enthusiastic and good team player. * Excellent skills in Managing MS Windows systems and supporting users. * Having a high degree of “Can do attitude”, I do my duty with confidence, conviction and integrity. * Quick learner and has got very good analytical skills in identifying and solving problems. * Good communication skills, both written and spoken. |
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**Reference:**

* **Agha Azharul Islam Chowdhury**, (Previous Manager) Senior Grant Management Specialist, Local Governance Support Project-111 (LGSP-3) Local Government Division, Ministry of LGRD & Cooperatives. Cell No-01552409416
* **Md. Monsuruzzaman Khan** (Direct Manager) Senior Financial Management Specialist (Sr. FMS) Sustainable Forests and Livelihoods (SUFAL) Project, Forest Department, Ban Bhaban, Agargaon, Dhaka-1207. Cell No-01675-932223

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| **Signature** |  |
| **Name** | **Md. Ripon Hossain.** |
| **Date of Signing** | **12/11/2023** |

* Documents upon request