



# MD. SAYFUL ALAM RONY

ACCOUNTANT

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**Date of Birth:** 10<sup>th</sup> Feb 1994, **Nationality:** Bangladeshi

**Visa Status:** Tourist (Expires: 05. May 2024) **Notice Period:** Immediately

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## SUMMARY

Energetic accounting assistant with 8+ years of experience in financial administration. Highly Analytical, result-driven accounting specialist skilled at working quickly and accurately under tight deadlines. Superior problem solving and analytical capabilities, with excellent skills in GL reconciliation, financial statements' preparation, and analysis. Extensive knowledge of Microsoft office and ERP.

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## EDUCATION

Masters of Business Administration (Accounting) 2022  
Metropolitan University, Sylhet.

Bachelor of Business Studies 2016  
Sylhet Govt. College, Sylhet.

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## SKILLS

- Financial Reporting,
- General Ledger.
- Payroll,
- Accounts Receivable/Payable,
- Accounting Software,
- Proficient in Microsoft Office Application;
- Knowledge of IT,
- Practical Experience
- Practically experienced in sales, store, production, supply, and administrative work.

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## WORK EXPERIENCE-8 Years

### 1. SA Group of Industries Limited. (Water, Oil, Milk, Paper & Food)

**Position:** Senior Accountant

**Jun 2023-Jan 2024**

- Keep records of day-to-day expenditures and closing cash books on daily basis.
- Ensuring petty cash, cash management, and cash disbursement is properly maintained.
- Vat related work.
- Preparing Salary top sheet & Bank advice.
- Preserve properly all kinds of bills and Vouchers, Documents, and Reports of Financial transactions for internal auditing, external auditing, and statutory purposes.
- Perform any other task given by the management.

**2. Modhuban Bread & Biscuits Industries Ltd, BSCIC, Sylhet. (Food Industries)**  
**Position: Accountant** **Jan 2016 – May 2023**

- Ensuring proper entry in accounting software.
- Preparing Trial Balance.
- Keeping necessary records, files and documents of party or supplier.
- Responsible for "Oracle Database" ERP software as an administrator/root user. To investigate, monitor and ensure smooth ERP operation of all modules and 24x7 response & support for ERP issues. Identifying module-specific ERP issues and resolving them through developers. Train end users for respective modules.
- Responsibility for all kind of IT activities.
- Performing other duties assigned by management time to time.

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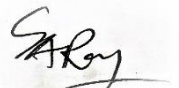
**LANGUAGE**

- English
- Hindi

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**DECLARATION**

I declare that the above given information given by me are true to the best of my knowledge and belief.



**Md. Sayful Alam Rony**