

Partho Sarothee Das

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Career Summary:

- Experienced in Finance Sector with over 6 years of expertise in managing banking operations, vendor payments, cash operation and salary preparation, disbursements, fund raising , auditing and process improvements, seeking to leverage expertise in IFRS, compliance, and automation to drive financial accuracy, operational efficiency.
- Skilled in preparing budgets and monthly financial reports, ensuring compliance with tax laws and VAT/TAX returns. Accounting & Compliance: IFRS, Taxation, VAT/TDS, US GAAP (working knowledge)
- Expertise in QuickBooks, ERP, and budgeting systems, delivering accurate reports and financial data.
- Proficient in financial auditing, vendor payment management, and tax planning for organizations.
- Adept in managing expatriate remittance and facilitating communication between banks and clients.
- Strong leadership and communication skills, supported by certifications in accounting and financial management.

Objective: To pursue a career in Finance and Accounting, with a focus on Audit and NGO sectors and Multinational, leveraging my extensive experience in financial operations, budgeting, and taxation.

Key Proficiencies:

- Banking Operations Management
- Budget Preparation & Monitoring
- Financial Auditing & Reporting
- QuickBooks & ERP Systems(MS Excel (Pivot Tables, X-lookups), Power BI, Salesforce netsuite
- VAT/TAX Return Filing & Compliance
- Expatriate Remittance Coordination
- Vendor Payments & Salary Disbursements
- Bank Reconciliation
- Audit Support & Financial Analysis
- Strong Communication & Leadership Skills and Proactiveness

Date of Birth: 1st January 1995

NID No.: 4602461537

Job Experience:

Finance Officer, Dhaka Expatriate Services Ltd

Nov'23 to till now

Responsibilities:

- Perform banking-related tasks and prepare organizational budgets & Prepare Salary Sheet.
- Develop and manage Budget vs. Actual reports for various departments.
- Ensure compliance with VAT/TAX regulations and oversee VDS/TDS deductions.
- Oversee the preparation of monthly salary sheets and handle vendor payments.
- Coordinate with banks to facilitate expatriate remittances.

Achievements:

- Streamlined the salary disbursement process, ensuring timely payments.
- Improved accuracy in financial reporting, reducing discrepancies.
- Successfully managed expatriate remittance coordination with zero delays.

Senior Executive, International Distribution Company

Jul'23 to Nov'23

Responsibilities:

- Conducted auditing for various brands and products.
- Prepared financial reports and maintained client relations.
- Managed day-to-day ERP entries and assisted in inventory reporting.
- Ensured compliance with company policies in financial transactions.
- Provided support in creating financial strategies to improve revenue.

Achievements:

- Identified key areas for cost-saving, resulting in a 10% reduction in operational expenses.
- Improved the efficiency of financial reporting, shortening report preparation time.
- Strengthened client relationships, increasing retention by 15%.

Assistant Manager, Ahamed Zaker Chartered Accountants

May'18 to Jun'23

Responsibilities:

- Audited various banks and financial institutions.
- Prepared financial and management reports for clients.
- Trained new audit associates and prepared tax files for companies and individuals.
- Conducted internal audits for different organizations.
- Ensured all audit processes adhered to legal and regulatory requirements.

Achievements:

- Successfully reduced audit completion time by 20% through process improvements.
- Played a key role in training over 15 junior associates, enhancing team productivity.
- Assisted in securing new clients through accurate and reliable financial reporting.

Training and Workshops

- QuickBooks, Budgeting & Taxation Training
- VDS (Value Added Tax) & TDS (Tax Deducted at Source)

Educational Qualifications:

- MBA (Finance and Banking), University of Dhaka In Progress
- BBA, Hajee Mohammad Danesh Science and Technology University, Dinajpur with CGPA: 3.59/4.00 in 2017
- Higher Secondary Certificate (HSC), Notre Dame College, Dhaka with GPA: 5.00/5.00 in 2012
- Secondary School Certificate (SSC), Kaligonj R.R.N. Pilot Govt. High School, Gazipur with GPA: 4.44/5.00 in 2010

Professional Qualifications:

- Certified CA-CC by the Institute of Chartered Accounts of Bangladesh (ICAB), registered under Ahamed Zaker Chartered Accounts (Independent Member of GGI), Registration No. 30127, 2018.

Soft Skills: Leadership, Teamwork, Problem-Solving, Adaptability, Time Management

Computer Skills: MS Word, MS PowerPoint, MS Access, MS Excel, ERP Systems, Tally-9, QuickBooks

Language: Fluent in Bengali, English (IELTS - 7 (Listening: 7.5, Reading: 6.5, Writing: 6, Speaking: 7)).

References

- **Anjoy Biswas**, Senior Accounting Associate, Compassion International Bangladesh, Phone: +880 1712-774654, Email: anjoybiswas@gmail.com
- **Riahan Mahamud**, Finance Manager, Dhaka Expatriate Services Ltd Cell: 01322-877017, Email: rmahamud@grace.edu.bd

Signature:

