

Jashore, Bangladesh

SM EFTAKHAR SAZZAD
CELL NO: +8801718188434

Email: sazzad9395@gmail.com

JOB TITLE (FINANCE MANAGER)

An enthusiastic and dedicated (Finance graduate) with over (22 years) experience in the Manufacturing, Non-Trading & Financial Organization. Extremely organized with the ability to work both independently of own initiative or as part of a successful team, demonstrating the motivation and multi-tasking abilities required to meet demanding deadlines while maintaining the highest of standards. Currently looking for a new and challenging position as a (Financial Manager) where I can develop my site-based experience.

WORK EXPERIENCE

Senior Finance Manager

Noapara Group Dhaka, BD

Jan-2009 – Present

(Large Group of Company Engaged Cement, Medicine & Fertilizer Manufacturing Business)

- Accounting discipline and controls Raw Materials, Consumables and utilizes, Finished Goods Quantity reconciliation, physical verification, disposal of non slow moving inventory.
- Preparation of Financial Statements (According to IFRS method) on monthly, quarterly ,Half Yearly and Annually via Statement of Financial Position, Statement of Comprehensive Income, Statement of Cash Flow, Notes to the financial statements and analysis thereof.
- Prepared Income Tax Related Papers.

Accounts & Finance Manager Marathon Oil Corporation Dhaka BD (Head Office: London, UK) Jan-2007-Dec 2008

(Large Multinational Company Engaged Petroleum & Lubricants Manufacturing & Marketing Business)

- Accounting discipline and controls Raw Materials, Consumables and utilizes, Finished Goods Quantity reconciliation, physical verification, disposal of non slow moving inventory.
- Preparation of Financial Statements (According to IFRS method) on monthly, quarterly ,Half Yearly and Annually via Statement of Financial Position, Statement of Comprehensive Income, Statement of Cash Flow, Notes to the financial statements and analysis thereof.
- Prepared Income Tax Related Papers

Accounts Officer

Modern Pharmaceuticals Ltd. Jhenaidah , BD

Jan 2001 – Dec 2006

(Quality Medicine Manufacturing Company in Bangladesh)

- Timely record keeping as per Accounting policies and standards.
Accounting discipline and controls Raw Materials, Consumables and utilizes, Finished Goods Quantity Reconciliation physical verification, disposal of non slow moving inventory.
- Payroll Daily labour, Employee Attendance, wages payment.
- Expenses -Accrual Basis - Provision for all expenses incurred -Check List.
- Reconciliation of every balance with customer, supplier, employee, loan etc. on monthly basis.

Audit Associates

Hasan & Co. Chartered Accountant, Khulna, BD

Jan 1999 – Dec 2000

(Well known Auditing Firm in Bangladesh)

- All kind of Accounts Audit & Reconciling.

Academic Qualifications

Exam Title	Concentration / Major	Institute	GPA	Paas.Year	Duration
Bachelor of Business Study	Business Study	National University	3	1998	03
Higher Secondary Certificate	Business Study	Govt. M.M. College	2nd Division	1995	02
Secondary School Certificate	Humanities	Sammiloni HIGH SCHOOL	1 st Division	1993	02

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Fundamental of Financial Accounting	Financial Accounting	Alison Online Institution	Ireland	Ireland	2022	Course Completed
Fundamental Concepts of Financial Analysis	Financial Analysis	Alison Online Institution	Ireland	Ireland	2022	Course Completed
Getting Started in QuickBooks Pro	QuickBooks	Alison Online Institution	Ireland	Ireland	2021	Course Completed

SM EFTAKHAR SAZZAD

Computer skills:

- MS OFFICE
- WINDOWS10
- Adobe Photoshop
- Microsoft Office (Word, Excel)
- Quick Book Accounting Software. (Online Based)

Reference : (2)

Name: Saiful Islam
Designation: Manager (Human Resource)
Company Name: Noapara Group
Email: saiful.npg@gmail.com
Mobile: +8801974480824

Name: Masud AL Rashid
Designation: Manager (Accounts & Finance)
Company Name: Noapara Group
Email: masudact.npg@gmail.com
Mobile: +8801974480815

Available upon request.