

Mohammad Margub Osmani

Senior Executive - Finance & Accounts



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LinkedIn

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Highly motivated and dedicated professional with a strong desire to excel in a challenging work environment. Committed to utilizing education and skills to contribute effectively to the success of the organization. Continuously seeking opportunities for personal and professional growth, always eager to learn and adapt to new technologies and industry trends. With a steadfast commitment to honesty, efficiency, and sincerity, determined to deliver exceptional results and exceed expectations.



Skills

- ◆ Microsoft Office
- ◆ Leadership Skills
- ◆ Variance analysis
- ◆ Multitasking
- ◆ Effective communication
- ◆ Team building
- ◆ Attention to detail



Work history

- ◆ **Aug 2024 - Senior Executive - Finance & Accounts**
Current *Kalyar Replica Ltd.*
Receivables Management: -

- Customer bills preparation with deliver and VAT challan
 - Preparing Sales Vouchers
 - Monthly Sales reconciliation with ERP and Tally GL
- Preparing Bank Receive Vouchers and Bank Reconciliation: -
- Collecting Bank Statement and supporting documents
 - Preparing Bank Receive Vouchers
 - Taking Proper authorization for each voucher and posting it to GL
 - Reconciling GL with Bank Statement
 - Crosschecking GL and Bank Statement for remaining entries
 - Preparing Bank Reconciliation Statement and matching closing balance with GL

◆ **Jan 2024 - Jul 2024** **Senior Executive - Finance & Accounts**

United Hospital Limited

Inventory Management:-

- Manage, Reconcile and update inventory GL through physical counting
- Prepare monthly stock reports
- Perform inventory analysis for variance
- Prepare and review inventory reports for accuracy
- Prepare consumption trend analysis for checking unusual stock shortages
- Cross-checking PO with GRN and requisitions for proper stock recordings and usage.

◆ **Mar 2021 - Dec 2023** **Executive - Finance & Accounts**

United Hospital Limited

Petty Cash Management:-

- Receiving bills as per SOP
- Checking authorized signatures in every bill as per criteria
- Preparing Cash Payment Vouchers for received bills
- Disbursing Cash to particular recipient with proper acknowledgement
- Maintaining Petty Cash Ledger with proper documentation
- Preparing Bank Vouchers and Cheques for reimbursement.

Preparing Bank Receive Vouchers and Bank Reconciliation:-

- Collecting Bank Statement and supporting documents
- Preparing Bank Receive Vouchers
- Taking Proper authorization for each voucher and posting it to GL
- Reconciling GL with Bank Statement
- Crosschecking GL and Bank Statement for remaining entries
- Preparing Bank Reconciliation Statement and matching closing balance with GL

Maintaining FDG Ledger:-

- Receiving Challan from Procurement dept.
- Preparing Bills and Vouchers according to the provided Challans
- Informing Head of Finance and Procurement about the month end balances of receivables for proper communication and timely payment
- Receiving Cheques from each receivable, depositing it to bank and preparing receive vouchers for the cheques.

◆ **Dec 2020 - Mar 2021** **Intern - Finance & Accounts**

United Hospital Limited

- Experienced in Master Data Management, preparing Doctors' payments,

Bank reconciliation, Data entry. Data Validation, Data Crosschecking.



Education

◆ **Jan 2023 **Master of Business Administration (MBA): Finance****

United International University - Dhaka

GPA: GPA 3.09 out of 4.00

◆ **Jan 2021 **Bachelor of Business Administration (BBA): Finance****

United International University - Dhaka

GPA: GPA 3.41 out of 4.00

◆ **Jan 2016 **A'Level: Commerce****

British Council

GPA: CGPA:3.5

◆ **Jan 2013 **O'Level: Commerce****

British Council

GPA: CGPA:3.5



Extra-curricular activities

◆ Intern-Finance & Accounts At United Hospital Ltd. Participated in Accounting Olympiad - Battle For Glory 2018 Volunteer at Lal Sobuj Foundation Completed Excel Skills for Business Essentials from Macquarie University Participated in Emerging HR Strategies - Engaging Gen Y



Professional Qualification - A C C A

◆ Completed 3 courses out of 13 courses



Software

◆ ERP

◆ Tally



Languages

◆ English

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Native or Bilingual

◆ Bengali

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Native or Bilingual

◆ Hindi

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Professional Working