



FARJANA AKTER PINKY

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Career Objectives

My career objectives include gaining expertise in a multitude of facets of an organization of which I am a part, where exists ample learning opportunities and challenges to excel my performance. Accordingly, I am looking to progress into a career that will allow me to utilize my skills and work ethic, expose me to a number of different business areas and give me the space to develop myself as an experienced and successful corporate executive and a future leader within a major reputed organization.

Strengths

- ✓ Open minded and willing to accept new ideas and methods.
- ✓ Confidence and Potential to take new higher responsibilities
- ✓ Able to do any work with dedication, Sincerity and honesty.

ACADEMIC QUALIFICATIONS

Exam Title	Concentration	Institute	Result		Passing Year
			CGPA	Out of	
MBA	Accounting & Information Systems	University of Dhaka	3.90	4.00	2013
BBA	Accounting & Information Systems	University of Dhaka	3.88	4.00	2012
HSC	Business Studies	B N College, Dhaka	5.00	5.00	2007
SSC	Business Studies	Shaheed Abu Taleb High School	4.75	5.00	2005

Professional Qualification:

- CMA (Passed in May 2024) from ICMAB.

Extra Qualifications:

- Good command over MS Word, Spreadsheet Analysis and MS PowerPoint.
- Conversant in E-mail correspondence and internet browsing.
- Hands on experience on MS Windows and basic hardware maintenance.

Work Experiences:

<u>Position</u>	<u>Joining</u>	<u>Promotion</u>
Assistant Manager (A & F), North-west Power Generation Company Limited.	14/05/2015	18/09/2018
Deputy Manager (A & F), North-west Power Generation Company Limited.	18/09/2018	20/10/2024
Manager (Accounts), North-west Power Generation Company Limited.	20/10/2024	Currently Working

Currently working with North-West Power Generation Company Limited as Manager (Account) and performing the following responsibilities:

- ✓ To examine and payment of salary bills of officers & Staffs timely and checking voucher.
- ✓ To ensure preparation of the monthly, quarterly, half yearly consolidated accounts and submit to GM.
- ✓ To ensure preparation of draft yearly consolidated accounts for submission to external auditor.
- ✓ Submission of KPI report as requirement of ministry.
- ✓ To ensure the preparation of monthly, quarterly, yearly Accounts of corporate Office.
- ✓ To ensure & checking CPF accounts preparation and Checking interest calculation of CPF investment and interest distribution.
- ✓ Provide CPF Statement to Officer/staff.
- ✓ To assists budget preparation of corporate Office.
- ✓ To submit monthly, quarterly, draft yearly accounts to audit and finance committee and assists audit and Finance committee meeting preparing minutes and other related work.
- ✓ To Provide comments on procurement and other notes of projects and corporate office regarding financial matters and others.
- ✓ To ensure payment of tax and vat deducted at source from employees' salary, contractor bills and deposit to Govt. treasury as per rule.
- ✓ Perform any other activities assigned by the competent authority.

Training Details:

SL No.	Course Name	Institute	From Date	To Date
1.	Public Procurement Act & Rules	NWPGCL, Corporate Office	22-04-2025	22-04-2025
2.	Feasibility Assessment and Project Appraisal Techniques with Financial and Economical Analysis	NWPGCL, HR Corporate Office	23-03-2025	23-03-2025
3.	ERP-Inventory Module	NWPGCL-Corporate HR	20-03-2025	20-03-2025
4.	Fire Equipment Usage Mock Drill	HR Division, Corporate Office	27-11-2024	27-11-2024
5.	Understanding Export-Import regulations, Customs Assessments and Procedure	HR Division, Corporate Office	27-10-2024	27-10-2024
6.	Internal Control, Compliance and Risk Management	HR Division, Corporate Office	23-09-2024	23-09-2024
7.	Corporate Tax, Advance Income Tax (AIT) and VAT Return Preparation	HR Division, Corporate Office	10-09-2024	
8.	Company Law for Enhancing Corporate Governance	Corporate Office, NWPGCL	29-08-2024	29-08-2024
9.	Structuring of Power Purchase Agreement of different Types of Power Plants	NWPGCL	15-07-2024	15-07-2024
10.	Application of ALML and Deep Learning In Power Generation	HR Division, Corporate Office	11-06-2024	11-06-2024
11.	Cyber Security, IT Audit	HR Division, Corporate Office	10-06-2024	10-06-2024
12.	Performance Management System (Goal Setting & key performance Indicators-KPI) and Annual Performance Agreement (APA)	HR Division, Corporate Office	30-05-2024	30-05-2024
13.	Demonstration of Attendance Software	HR Division, Corporate Office	27-05-2024	27-05-2024
14.	Enquiry & Discipline	HR Division, Corporate Office	27-05-2024	27-05-2024
15.	Employees Service Rules (Conduct & Discipline)	HR Division, Corporate Office	13-05-2024	13-05-2024
16.	Preparation and Submission of Medical Bill	HR Division, Corporate Office	09-05-2024	09-05-2024
17.	Bangladesh Delta Plan 2100	HR Division, Corporate Office	28-04-2024	28-04-2024
18.	Fire Equipment Usage Mock Drill	HR Division, Corporate Office	25-04-2024	25-04-2024
19.	Heat Awareness and Prevention	HR Division, Corporate Office	22-04-2024	22-04-2024
20.	Project Management	HR Division, Corporate Office	31-03-2024	31-03-2024
21.	Delegation of Financial Power	HR Division, Corporate Office	24-03-2024	24-03-2024
22.	Integrated Management System ISO and Non-Conformity (NC) Clasing Procedure	HR, Division, Corporate Office	21-03-2024	21-03-2024
23.	Workshop on IT Audit & Gap Analysis	HR Division, Corporate Office	06-02-2024	06-02-2024
24.	Cyber Security Awareness Program	HRD, Corporate Office, NWPGCL	12-12-2023	12-12-2023
25.	Strategic Leadership	HR Division, Corporate office,N	27-11-2023	27-11-2023

26.	Assess and Review Analytics on Finance and Fixed Assets using ERP	HR Division, Corporate Office	26-11-2023	26-11-2023
27.	Fire Fighting (Mock Drill)	HR Division, Corporate office,NW	21-11-2023	21-11-2023
28.	Income Tax Return Submission	HR Division, Corporate office	20-11-2023	20-11-2023
29.	Income tax and Vat Rules & Regulations	Corporate Office, NWPGL	31-10-2023	31-10-2023
30.	Motivation, Work life Balance and Stress Management	HR Division, Corporate office, NWPGL	04-10-2023	04-10-2023
31.	Right to Information (RTI)	HR Division, NWPGL	26-09-2023	26-09-2023
32.	Power Purchase Agreement	HR Division, Corporate office	19-09-2023	19-09-2023
33.	Citizen Charter	HR Division, Corporate Office	17-09-2023	17-09-2023
34.	Awareness on Anti-Corruption	HR Division, Corporate office,NWPGL	23-08-2023	23-08-2023
35.	APA Structure for the Company and Field Leavel Offices	HR Division, Corporate office,NWPGL	27-07-2023	27-07-2023
36.	Annual Performance Agreement: Method of target setting and Evaluation	HR Division, Corporate Office	23-07-2023	23-07-2023
37.	Company Act	HR Division, Corporate Office , NWPGL	20-07-2023	20-07-2023
38.	Annul Performance Agreement (APA), PMS, GOal Setting & Evaluation Process	HR Division, Corporate Office , NWPGL	26-06-2023	26-06-2023
39.	Company TAX return & VAT Return	HR Division, Corporate Office , NWPGL	20-06-2023	20-06-2023
40.	Fire Fighting Mock Drill	HR Division, Corporate Office , NWPGL	29-05-2023	29-05-2023
41.	Simplifying Audit Objection Responses and Broadcasting Responses through AMMS 2.0 Software	HR Division, Corporate Office , NWPGL	16-03-2023	16-03-2023
42.	National Integrity Strategy (NIS) & Awareness of anti Corruption	HR Division, Corporate Office, NWPGL	20-12-2022	
43.	Training on APA implementation, Monitoring & evaluation and submission of proof	HR Division, Corporate Office, NWPGL	14-12-2022	14-12-2022
44.	Motivation Work life Balance & Stress Management.	HR Division, Corporate Office, NWPGL	20-11-2022	20-11-2022
45.	General Awareness for Common Diseases. Awareness of Dengue Fever.	HR Division, Corporate Office, NWPGL	15-11-2022	15-11-2022
46.	Cltizen Charter & e-governance & Innovation	HR Division, Corporate Office, NWPGL.	13-11-2022	
47.	Training on Grievence Redress System (GRS)	HR Division, Corporate Office, NWPGL	08-11-2022	
48.	Trading of Government Treasury securities.	BICM	05-11-2022	
49.	4IR in the perspective of HR and Accounts & Finance	HRD, Corporate office	01-09-2022	01-09-2022
50.	Company Act	HR Division, Corporate Office, NWPGL	22-08-2022	22-08-2022
51.	Training on Gender Awareness: National Women Development Policy & Other related topics	HR Division, Corporate Office, NWPGL.	17-08-2022	
52.	Awareness in Cyber Security.	HR Division, Corporate Office, Nwpogl	16-08-2022	16-08-2022
53.	1.National Integrity Strategy(NIS) & Anti Corruption. 2.Right to information act. 3.Citizen Charter.	HR Division Corporate Office, NWPGL	07-08-2022	07-08-2022
54.	APA Structure for the Company and Field Level Officers	HR Division, Corporate Office, NWPGL	27-07-2022	
55.	Training on e-Governance & Innovation.	HR Division,Corporate Office	19-06-2022	
56.	Awareness on Anti Corruption	HR Division, Corporate Office	16-06-2022	
57.	National Integrity Streategy (NIS) and Citizen Charter	HR Division, Corporate Office, NWPGL	13-06-2022	
58.	Project Management	HR Division, Corporate Office,NWPGL	31-05-2022	
59.	Training of Policy & Rules of NWPGL	HR Division, Corporate Office, NWPGL	30-05-2022	
60.	Training on Power Purchase Agreement (PPA)	HR Division, Corporate Office, NWPGL	29-05-2022	

61.	Training on Auditing & Settlement of Audit Objection.	HR Division, Corporate Office , NWPGL.	20-04-2022	
62.	Citizen Charter	HR Division, Corporate Office, NWPGL	29-03-2022	29-03-2022
63.	Good Governance and integrity.	HR Division, Corporate Office	23-02-2022	23-02-2022
64.	Training on Int'l Finance/Accounts Standard (IFRS/IAS)	HR Division, Corporate Office, NWPGL	29-12-2021	
65.	Overview of Policy and Rules of NWPGL.	HR Division, Corporate Office, NWPGL.	28-12-2021	28-12-2021
66.	Overview of Delegations of Financial Power (DoFP) and Financial Management	HR Division, Corporate Office, NWPGL	26-12-2021	26-12-2021
67.	Training on Citizen Charter & e- governance & innovation.	HR division, Corporate office, NWPGL.	21-12-2021	21-12-2021
68.	Safety and Awareness against Covid-19 (Omicron Variant)	Bheramara 410 MW CCPP	20-12-2021	20-12-2021
69.	Awareness Creation for anti-corruption.	HR Division, Corporate Office, NWPGL.	19-12-2021	19-12-2021
70.	Training on Annual Performance Appraisal Submission & Evaluation Process	HR Division, Corporate Office, NWPGL	13-12-2021	
71.	Fourth Industrial Revolution (4IR) and Impact on Employment	HR Division, Corporate Office, NWPGL	12-12-2021	12-12-2021
72.	Training on Right to Information (RTI) Act	HR Division, Corporate Office	07-12-2021	07-12-2021
73.	Training on Good Governance & integrity.	HR Division , Corporate Office, NWPGL	05-12-2021	05-12-2021
74.	Workshop on Women and Child Rights	RPATC, Dhaka	01-11-2021	01-11-2021
75.	Basic Requirements of ISO14001 (Environmental Management System)	HR Division, Corporate Office, NWPGL	24-10-2021	
76.	Inquiry & Disciplinary Procedures for Departmental Cases.	HR Division, Corporate Office, NWPGL.	21-10-2021	
77.	Internal Audit & Control.	HR Division, Corporate Office, NWPGL	19-10-2021	
78.	Procurement Procedures	HR Division, Corporate Office, NWPGL	13-10-2021	
79.	Conduct & Discipline : Rules & Regulations.	HR Division, Corporate Office, NWPGL	12-10-2021	
80.	"Things to do to meet Challenges of 4 I R"	HR Division, Corporate Office, NWPGL.	29-09-2021	29-09-2021
81.	Citizen Charter & promise to provide services and e-governance & innovative work plan implementation related training	HR Division, Corporate Office , NWPGL	23-09-2021	23-09-2021
82.	Basic Concept of EIA and its Approval Process	HR Division, Corporate office, NWPGL	09-09-2021	
83.	e-GP Tendering Process.	HR Division, Corporate Office, NWPGL	08-09-2021	
84.	Right to Information (RTI)	HR Division, Corporate Office,	06-09-2021	06-09-2021
85.	Social and Gender Awareness Training	Practical Action Consulting (PAC)	28-08-2021	
86.	Training on Good Governance & Integrity and Awareness Creation for Anti Corruption.	HR Division, Corporate Office	22-08-2021	
87.	Training on Covid-19 & Dengu Related Training.	Bheramara 410 MW CCPP	08-08-2021	
88.	APA Structure for the company & Field Level officers	HR Division, Corporate Office, NWPGL	28-07-2021	
89.	Grivence Redress System and Uses of GRS Software	Hr Division, Corporate Office, NWPGL	27-07-2021	27-07-2021
90.	Procurement of Public Procurement ACT, Rules & Reguylation Training.	Hr Division, Corporate Office, NWPGL.	25-07-2021	
91.	Training on Secretariat Instruction.	HR Division, Corporate Office	19-07-2021	
92.	Leadership & Organizational Development.	HR Division, Corporate Office, NWPGL.	18-07-2021	

93.	Awareness Creation for Prevention of transmissible Diseases (Covid-19) and Treatment & Vaccination of Those Diseases.	HR Division, Corporate Office, NWPGL.	15-07-2021	
94.	TOT on Finance Module of ERP	Power Cell	14-07-2021	
95.	TOT of Finance Module of ERP	Power Cell	13-07-2021	
96.	TOT on Procurement Module of ERP	Power Cell	12-07-2021	
97.	TOT of The Fixed Asset Module of Power Sector ERP	Power Cell	11-07-2021	
98.	Tot of the HR & Payroll Module of Power Sector ERP.	Power Cell	08-07-2021	
99.	ToT of the HR & Payroll Module of Power Sector ERP.	Power Cell	07-07-2021	
100.	Service Process Simplification	a2i through Corporate Office, NWPGL.	19-06-2021	20-06-2021
101.	Performance Management System & Annual Performance Agreement	HR Division, Corporate Office, NWPGL.	06-06-2021	
102.	Fire Safety & Fire Drill	HR Division, Corporate Office, NWPGL	01-06-2021	
103.	Training on awareness raising for the prevention of mosquito-borne, air-borne, measles and corona viruses	HR Division, Corporate Office, NWPGL	30-05-2021	
104.	APA Related Training	Power Division	19-05-2021	19-05-2021
105.	APA Related Training	Power Division, HR Division, Corporate Office, NWPGL (Video Conference)	10-09-2020	10-09-2020
106.	Organizational Leadership & Management Development	HRD, Corporate Office Through Video Conference	25-07-2020	25-07-2020
107.	Ek Sheba	Hr Division, Corporate Office, NWPGL	13-02-2020	
108.	Managerial training: Leadership, Motivation & Team Building	HR Division, Corporate Office, NWPGL	16-01-2020	
109.	Office Environment Awareness, Customer Service, manner & Etiquette, Dress Code"	HR Division	04-11-2019	04-11-2019
110.	Capital Raising (Equity & Debt) Through Private Placement & Initial Public Offeringg	ICMAB	01-11-2019	02-11-2019
111.	Fixed Asset management & Inventory Control	BPMI	15-10-2019	23-10-2019
112.	Annual Performance Agreement (APA)	Hr Division, nwpgl	14-10-2019	14-10-2019
113.	National Integrity policy & Annual Performance Agreement (APA)	Hr Division, NWPGL	26-08-2019	26-08-2019
114.	e-nothi	Hr Division, NWPGL	22-05-2019	22-05-2019
115.	e- filling এর মাধ্যমে নথি উপস্থাপন, পত্রজারী, সমস্যা চিহ্নিতকরণ এবং সমাধান & Online Meeting Notification & Approval System	Hr Division, NWPGL	02-01-2019	02-01-2019
116.	Motivation & Stress Management	Hr Division, NWPGL	18-10-2018	18-10-2018
117.	Right to Information Act 2009	Hr Division , Corporate Office	17-09-2018	17-09-2018
118.	National Integrity policy, Employees Service Rules-2016 & Secretariat Instruction-2014	Hr Division , Corporate Office	16-09-2018	16-09-2018
119.	"Microsoft Office 365 End User Experience (Including all the Applications and Services)	Hr Division , Corporate Office	31-07-2018	31-07-2018

120.	First Aid & Fire Fighting Drills	Hr Division , Corporate Office	24-05-2018	24-05-2018
121.	e-filling	Corporate Office, NWPGL	07-01-2018	07-01-2018
122.	e-filing	Corporate Office	16-05-2017	16-05-2017
123.	Advance Course on Internal Audit (Batch-2)	CBISP	25-04-2017	27-04-2017
124.	Advance Course on Financial Modeling (Batch-1)	CBISP	04-04-2017	07-04-2017
125.	Advance Course on Financial Management & Governance (Batch-2)	CBISP	01-04-2017	03-04-2017
126.	Innovation in Public Service	Cabinet Division & a2i Program	20-03-2017	20-03-2021
127.	Basic Course on Internal Audit (Batch-3)	CBISP	05-03-2017	07-03-2017
128.	Basic Course on Financial Management & Governance (Batch-4)	CBISP	28-02-2017	02-03-2017
129.	Basic Course on Financial Management & Governance (Batch-3)	CBISP	21-01-2017	23-01-2017
130.	Performance Appraisal Submission & Evaluation Process	Corporate Office, NWPGL	22-12-2016	06-03-2019
131.	Workshop on Cyber Security & Efficient Use of Google Services	Corporate Office, NWPGL	18-12-2016	18-12-2016
132.	Total Quality Management	HR Division, NWPGL	03-02-2016	03-02-2016
133.	Induction Training	HR Division NWPGL	26-07-2015	26-07-2015

Personal Profile

Nick Name: Pinky

Parents: Md. Shahadat Hosssain Talukder & Henara Khanam

Date of Birth: 4th December 1989

Marital Status: Married

Husband: Md. Abdus Salam, Superintendent of Police, Chittagong Range DIG Office.

Nationality: Bangladeshi

Religion: Islam

Permanent Address: Vill.: Karamja, Post: Kashipur, Thana: Airport, Barisal Sadar, Barisal.

Present Address: Flat-3B, House-11/1, Road# 01, Block# E, Banashree, Dhaka.

References

1. Dr. Syed A. Mamun, FCMA (F-0892)
Council Member, ICMAB,
Professor, BRAC University, Dhaka.
2. Md. Masudul Islam, FCMA (F-0896)
Chief Financial Officer,
Bangladesh-China Power Company Limited.
3. Abdullah Al Mamun, ACMA (A-1367)
Deputy General Manager (Finance),
North-West Power Generation Company Limited.