



11/C New Paltan, Newmarket, Nilkhet

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surjochakrabarti84@gmail.com

Achievements:

- >>Employee of the Department.
- >>Received Board Scholarship for HSC result.
- >>Received Scholarship from ICMAB for brilliant result in exam.

Technical Skills

Good command of Office suite (Microsoft office, excel, power point).
Good communication skill both individual and group level.
Able to write Intermediate in both English and Bengali.
Work experience with Oracle

Organizational Skills

- Teamwork
- Adaptability
- Tactful
- Patience
- Prudence
- Adaptive Learner
- Strategic
- Assertiveness
- Co-operation

Interest:

International trade
Outdoor Activities
Professional Networking
Technology
World Economy

SUDHAMAY CHAKRABARTI SURJO (CMA)

To serve in a responsible position at reputed organization and to work in an environment where there is an opportunity of self-assessment and improvement in both individual and group-based task that frequently face various critical challenges and serve the community with interpersonal skills to contribute to organizational success while maintaining highly professional standard and ethical principles.

Career Summary:

Highly motivated and organized professional accountant with around 4+ years of working experience in various fields of Finance & Accounts Department in the manufacturing business like FMCG manufacturing. I have specially emphasized Costing, Budgeting, Accounts, Internal Control, MIS, Material Management, Finance reporting, Treasury Operation, Audit & Tax accounts. I have special knowledge about:

- Costing and budgeting preparation
- Financial statement preparation
- Finance Reporting and treasury operation
- Segment wise Profitability Analyses
- Materials consumption and cost control
- Production Reporting and MIS reporting
- Internal control and compliance
- Material Management and Reconciliation

Educational Background

Professional Education:

Cost and Management Accountants (CMA).

Institute: The Institute of Cost and Management Accountants of Bangladesh (ICMAB).

Progress: Completed 2000 marks out of 2000 marks.

Enrolled: 2017 (Graduation Entry).

Academic Qualifications:

Degree	Institute	Group	Passing Year	Result
M.B.A	Govt. Tolaram college Narayangone (National University)	Accounting	2017	3.44 (4.00)
B.B.A	Govt. MM college Jashore (National University)		2015	3.27 (4.00)
H.S.C	Shahid Shirajuddin College	Business Studies	2011	5.00 (5.00)
S.S.C	B.C Roy High School		2009	4.25 (5.00)

Experiences:

SQUARE FOOD & BEVERAGE

EXECUTIVE (II) INTERNAL AUDIT (July'24-Continue) Performing Activities:

- Conducting operational and financial audit of sister concerns of Square group.
- To review various organizational policy process and initiating various policy process where required.
- To execute the audit fieldwork on the business operations and submit progress report to HoD- Audit to ensure that information/evidence gathered and analysis performed are sufficient and appropriate in accordance with established audit approach, technique and standards.
- To support in planning and developing the operational process and work program to ensure the audit scope are fully covered. Prepare and present reports that reflect audit's results and document process.
- To visit plants/markets for reviewing operational process Monitoring forms, processes, and controls pertaining to fixed assets.
- To propose value added recommendations for each audit risks identified to improve business operations.
- Review of the accounting records and financial records of companies to ensure their financial records are accurate and in line with generally accepted accounting principles.

Others Works:

■ Conducting operational audit to AEGIS service Ltd

■ **Internal auditor:** Dhaka Ice Cream Industries Ltd-Polar Ice Cream (6 times).

■ **External auditor:** Knit Concern Ltd(RMG).

Skill Training

■ **MS Excel:** (70 hours Workshop in Excel (Basic to advance).
■ **Internal control boost camp:** 5 day's workshop organized by ICAB.

Permanent Address:
Village : Kathurakandi
Post : Bandabila
District : Jashore

Personal Details

Date of Birth : 2nd Dec. 1993
Height : 5.10"
Marital Status : Single

- To conduct follow-up and verification of agreed action plans and audit recommendations.
- Value added recommendations for each audit risks identified to improve business operations.

SQUARE FOOD & BEVERAGE:

Jr. EXECUTIVE ACCOUNTS & FINANCE (JANUARY 23 TO July'24)

SR. OFFICER (JULY 21 TO DECEMBER 22)

Performing Activities:

- Help to prepare monthly, half & yearly financial statements and management accounts.
- Prepare feasibility for new project, investment and new machine purchase.
- Help to prepare overall financial and budgetary forecasting in the organization.
- Check and verify the planning & implementing proper accounting strategies following accounting standards (IAS & IFRS) and other regulatory frameworks.
- Checking and follow up the yearend costing sheet of each products.
- Ensure transparency in costing-related matters to find the real profit and improve processes of cost centers to cost accounting units.
- Checking & implementing FMCG Cost Manufacturing process effectively to accounting software.
- Calculate variances between actual and standard financial results.
- Take part in the designing, implementation and evaluation of the cost accounting operating system and design effective budget models guidelines for departments.
- Review monthly raw materials process wastage & reject report.
- To provide finance and costing insightful information to the management for investment and financial decision making.

References:

Mr. Saifur Rahman Shipon (FCMA
BD, ACMA (UK), CGMA, ACCA
CFO at TotalEnergies, Bangladesh
+8801611-283993

Al Helal Shakil ACMA
Head of Costing & Efficiency
Bata Shoe BD Ltd
+880 1914-971684

I hereby declare and agree to the best of my knowledge the previously mentioned information is completely correct and accountable thereon.

Sudhamay Chakrabarti Surjo