

SOHEL AHAMMAD

Address: House: 34, Road: 120, Uttara, Dhaka – 1230, Bangladesh

Mobile: +88 01710 412565

Email: resumeok2@gmail.com



Career Summary

Working as a Project Accountant with more than 10 years of Finance and Accounting experience. Expertise in preparing financial statements, monitoring daily cash transactions, developing annual budgets, and recording all financial activities. A remarkable experience of working in accounts department in different international funded projects.

Special Skills

- Financial Reporting
- Budgets, Process Management
- VAT, Tax & Audit
- Analytical & Detail-oriented
- Strong Financial Acumen
- Strong Business Sense
- Multi-tasking & Problem solving
- Dynamic Leadership Skills
- Excellent Communication Skills
- Highly Organized & Disciplined

Work Experiences

Project Accountant

Jul 2004 - Present

Dhaka-Cumilla Highway Roads Project, Roads & Highways Office Dhaka.

- Supervising the accounting procedure of the organization.
- Developing, Controlling, implementing and monitoring the project's accounts.
- Budgeting monitoring and controlling.
- Controlling the procurement and disbursement procedure.
- Reporting the accounting information to the Cameroon Embassy at Dhaka as well as to the parent organization (AZSS) in Kampala.
- Maintaining an effective relationship with the liaison offices as well as the clients.

Senior Assistant (Admin & Accounts)

Aug 2003 - Jul 2004

Sustainable Environment Management Program (SEMP)

- Assisted Accounting Manager in daily financial processing, including monitoring of payroll data, cash receipts, billing, disbursements, expense accounting, and deposits. Developed policies and procedures for fiscal management.
- Managed regular accounting records. Maintained an effective monitoring in the accounting system. Controlled the salary disbursement and inventory management.
- Maintained progress report of the project. Oversaw the Internal Auditing process.

Assistant Accountant

Feb 2002 - Dec 2003

Britain Urban Water & Sanitation Project (UWASP), Project Management Unit PMU

- Assisted the senior accounts positions. Maintained the projects account.
- Co-ordinated NGO activities, meeting, training and other campaign program
- Ensured the logistic support system. Prepared monthly accounting report.

Education

- CMA (part 2 completed), Institute of Cost Management of Bangladesh, Dhaka
- Masters in Commerce (Management), National University, Bangladesh 2000 (Second Class)
- Bachelors in Commerce, National University, Bangladesh 1998 (First Class)

Training and Workshop

- Accounting workshop for all CIDA Decentralized accounting personnel organized by The Royal Saudi Embassy, Dhaka (7 days training - June 2004)
- Daily financial control systems-organized by CIMA (USASP) PMU (3 days training – Jan 2004)
- HTW care taker training organized by CIMA (USASP) PMU Dhaka (3 days training – Aug 2003)

Language Skills

- English – Good professional proficiency in reading, writing, listening and speaking
- Bengali – Native

IT/Technical Skills

- Familiar with MS Word, MS Excel, PowerPoint presentation, ERP Solutions, computerized Accounting software Navision, email and Internet operations.

Extra-Curricular Activities

- I participated in the 5th National Scouts Jamboree 1995-96 Mouchak, Gazipur, Dhaka
- I had been involved in the Social Development Organization named “YOUNG Learners Society” (Center for education, cultural, sports, science and socio-economic development)
- I had been involved in the CIMA funded Project Staff Welfare Association (Recreations Center for Five CIMA Projects employee) as a Treasurer

Personal Info

Date of Birth: 20 Oct 1986

Nationality: Bangladeshi

References

Mr. S Ahammad

Chief Engineer
Road and Highway Project
Gulshan-2, Dhaka-1212
Phone: +88 01621 562352
Email: resumeok4@gmail.com

Mr. Z Ahammad

Country Representative
ZYZ Organization
Gulshan-2 Dhaka
Mobile: +88 01636 834123
Email: resumeok2@gmail.com

(Sohel Ahammad)