**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**

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| * 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
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**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-coordinated 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**

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| **Mr. S Ahammad**Chief EngineerRoad and Highway ProjectGulshan-2, Dhaka-1212Phone: +88 01621 562352Email: resumeok4@gmail.com  | **Mr. Z Ahammad** Country RepresentativeZYZ OrganizationGulshan-2 Dhaka Mobile: +88 01636 834123Email: resumeok2@gmail.com |

(Sohel Ahammad)