

Sowmitro Deb Rotno

Address: Middle Azampur, Uttara, Dhaka

Phone: +88 0172 3878319

Email: rotnodeb@gmail.com

LinkedIn: <https://www.linkedin.com/in/sowmitro-deb-303212114>



OBJECTIVE

To secure a challenging role in the accounts and finance department, where my blend of hands-on experience, leadership skills, and financial acumen can be effectively utilized. With a solid foundation in financial analysis, budget management, Treasury management and team coordination, I aim to support the department in achieving its objectives, driving operational efficiencies, and contributing to the overall financial health and success of the organization. Committed to continuous learning and growth, I am eager to take on increasing responsibilities and make significant contributions to the team and company's success.

WORK EXPERIENCE

May 2022 to Continuing

Senior Executive, Finance at Unicorn Distribution Ltd. (May 2022 to December 2023)

Assistant Manager, Finance at Unicorn Distribution Ltd. (January 2024 to continuing)- **Level: 04, SKS Tower, Mohakhali, Dhaka**

Responsibilities:

- Manage Accounts Payable-Check and approve invoices, recording at Oracle NetSuite.
- Forecasting budget preparation on monthly/quarterly basis and monitor the budget with actual.
- CM1 calculation on monthly basis and posting hub wise journal at NetSuite.
- Posting journals at Oracle NetSuite for closer of financial transactions.
- Assist and coordinate with the FC in preparing the monthly MIS and financial statements.
- Maintain the FDR and BG loan database, and coordinate with the bank for opening or renewing FDRs/BGs, as well as negotiating terms with the banks.
- Maintain the OD facility database, calculate provisional interest, reconcile quarterly interest, prepare the OD repayment schedule, and coordinate with the bank.
- Loan schedule preparation with aging (Employee, Vendor, Inter BU)
- Bank Reconciliation report preparation and submission with internal audit team and management.
- Maintain cash, bank and other registers related with finance.
- Lease database report preparation and posting related journals at Oracle NetSuite.
- Review of General Ledgers & GL recon of MIS and FS Line items on timely manner.
- Review and reconcile the monthly cash burn report with the treasury, and complete the month-over-month compression statement in

- collaboration with management.
- Liaison with insurance companies for onboarding new/renew insurance facilities for distribution business.
- Documentation for Internal & external reporting.
- Handle Internal/Statutory audit.
- Updating the VAT & Tax database and coordinate with VAT team to prepare the monthly VAT & Tax return.
- Perform ad hoc based tasks assign by management.

May 2017 to May 2022

Executive, Accounts at E Courier Limited (May 2017 to December 2020)

Sr. Executive, Accounts at E Courier Limited (January 2021 to May2022)
-Level: 12, Uday Tower, Gulshan Circle 01, Dhaka

Responsibilities:

- Accounts payable-Check and review invoices, payable sheet preparation and posting journals at Sage.
- Revenue Calculation and posting journals at Sage.
- Report preparation for OSD courier business.
- Supplier/Vendors payment disbursement through Banking channel, MFS and recording journals at Sage.
- Monthly Invoice preparation and submission to clients.
- Accounts receivables and credit collection follow-up with collection team.
- Prepare the monthly MIS and financial statements, and review them with the FC.
- Monthly compression report preparation for MIS and FS line items.
- Monthly provision calculation and cash budget preparation.
- Reconciliation preparation-Bank Book, Cash Book, Balance Sheet etc.
- Fund management for daily and upcoming expenses.
- Maintaining various MIS trackers in excel, G-sheet.
- Documentation for Internal & external reporting.
- Handle Internal/Statutory audit.
- Maintain of TDS and VDS tracker for monthly return submission.
- Liaison with banks/MFS/NBFS for different matters.
- Perform ad hoc based tasks.

EDUCATION

Master of Business Administration
 American International University- Bangladesh
 Major in Finance

2018 - 2020

Bachelor of Business Administration
 American International University- Bangladesh
 Major in Accounting & Finance

2012 - 2016

PROFESSIONAL QUALIFICATION

Institute of Cost and Management Accountants of Bangladesh (ICMAB)
 Level- Intermediate Level I (IL-I)
 Reg. Number: 2017101034

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel, Power Point, Oracle NetSuite, Sage, Project implementation, Budgetary control, IFRS etc.

STRENGTH

- People management.
- Good Oral, Written and communications skill.
- Lead and worked as a team member.
- Action oriented and result focused.
- Having positive attitude.

TRAINING & CERTIFICATION

- Oracle NetSuite training at ShopUp, **Duration-** 08 Hours
Conducted by Tangram Tech Solutions
- Master in customer service, **Duration:** 02 months
Conducted by My Outsourcing Limited
- Speaking Fluency in English, **Duration:** 16 Hours
Conducted by British Council

REFERENCES

- **Misbahul Mokarrabin-** Ex. Finance Controller, Mokam CPG, Level: 04, SKS Tower, Mohakhali, Dhaka
Email: misbahul.tanim@gmail.com
- **R. Tareque Moudud (FCMA)-** Director (OPA)
American International University-Bangladesh
408/1, Kuratoli, Kuril, Dhaka-1229
Cell: +88-01712-083701, **Email:** rtmoudud@aiub.edu

I do hereby declare that the above information is true and correct to the best of my knowledge.



Sincerely Yours,
Sowmitro Deb Rotno