

## Resume of Kishor Kumar Biswas

Contract Address: House no:20, Road no:05  
Dhanmondi, Dhaka-1205, Bangladesh  
Mobile: +880 1712-513374  
E-mail:biswaskishor25@gmail.com



### **Career Objective:**

To succeed in an environment of growth and excellence and get a job which provides me satisfaction and self development and help me to achieve organizational goal.

### **Employment History:**

✿ **Company name** : **MST Group. (January 1, 2019 to continue)**

Designation : Executive- Finance & Accounts.

Department : Accounts & Finance.

Company Location : House no: 20, Road no:05, Dhanmondi R/A, Dhaka-1205, Bangladesh

**Duties/ Responsibilities** : Prepare voucher and post journal into Tally. Preparation of Bill and reconcile Bank Statement. Administer the accounts payable function and maintain appropriate record. Assist in the preparation of Management Report as required. Manage the monthly financial close process, including ensuring all costs incurred are properly recorded, reviewing journal entries, account Balance reconciliations and report preparation. Participate in the ongoing development/establishment of accounting policies and procedures and operational strategies including the review and implementation of process and system changes etc.

✿ **Company name** : **Southeast Sweaters Ltd.( September 22, 2018 to December 31, 2018)**

Designation : Officer- Accounts & Finance.

Department : Accounts & Finance.

Company Location : 278/A, Meher Nagar, Dobadia, Uttar Khan, Dhaka-1230, Bangladesh

**Duties/ Responsibilities** : Preparing debit voucher, credit voucher, journal voucher also monitoring all Tally ERP 9 entries. . Oversee daily expenditures, vouchers, checking bills and daily cash transactions. Preparation of Bill and reconcile Bank Statement. Ensure physical verification of inventory items purchased and relevant expenditure. Preparing report as per management required.

✿ **Company name** : **ERP Technologies. ( March 1, 2014 to April 30, 2016)**

Designation : Executive- Support & Implementation.

Department : Accounting Software Support.

Company Location : 27/3 Central Road, Dhanmondi, Dhaka.

**Duties/ Responsibilities:** Training to the new Tally software user, design Chart of accounts, Solve accounting transaction problem. Door to door Tally software supports. Install Tally ERP 9.

**Academic Qualification:**

Exam Title	Concentration/ Major	Institute	Result	Pass. Year	Duration
Master of Business Administration	Accounting & Information Systems	Jagannath University	CGPA:3.27 out of 4	2018	2 Years
Bachelor of business Administration (BBA)	Accounting & Finance	American International University-Bangladesh	CGPA:3.54 out of 4	2014	4 Years
Higher Secondary School Certificate	Business Studies	Itna Higher Secondary School	GPA:4.20 out of 5	2008	2 Years
Secondary School Certificate	Business Studies	Itna Secondary School	GPA:4.13 out of 5	2006	2 Years

**Professional Qualification:**

Certification	Institute	Location	From	To
Accounting Software Tally ERP 9.	Business Software Solutions Limited.	56, Room No-704, 6th Floor, Sakh Center, Dhaka 1000	August 21,2014.	August 28,2014.

**Language Proficiency:**

Language	Speaking	Reading	Writing
Bengali	Mother tongue	Mother tongue	Mother tongue
English	High	High	High

**Personal Details:**

Name : Kishor Kumar Biswas.  
Father's Name : Kalipada Biswas.  
Mother's Name : Bivaboti Biswas.  
Date of Birth : November 29,1991.  
Gender : Male.  
Marital Status : Single.  
Nationality : Bangladeshi.  
NID No :6438439710  
Passport No :BE0705056  
Permanent Address : 9/3, Boro Boyra Dash Para, Khulna GPO, Khalishpur, Khulna.

**Reference:**

Name	Razib Bahadur Sastri	Sanjay Kumar Das
Organization	MST Group	BRAC
Designation	Manager – Human Resources	Senior Accountant
Address	House no-20,Road-05, Dhanmondi, Dhaka-1205.	BRAC Centre Mohakhali, Dhaka.
Email	razibsastri@gmail.com	sanjay.kumar@brac.net
Mobile no	01713382054, 01929455523	01716-427233

**Declaration:**

I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the receiver of this CV to verify the information provided in this resume.

July 10, 2019



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(Kishor kumar Biswas)