

## Apu Suman Gupta

House No-278/8-A, Shopno Bilash  
West Manikdi, Dhaka Cantonment, Dhaka  
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### PROFILE STATEMENT

Committed to build a successful career in finance and accounts-oriented professions. Performing responsibilities as Finance & Accounts Executive over 6 years of employments. Practical experience encompasses financial & accounting transactions and reporting, ledger management, indent analysis and customer care. Firm understanding of financial and accounting system, VAT & Tax issues, bank transactions, cash management and accounting software. Masters of Business Administration majoring in Finance and Accounting.

### SKILLS & STRENGTH

- Accounting skills
- Knowledge of IT software
- VAT management
- Fact checking & accuracy
- Handling money
- General Ledger
- Financial analysis & reporting
- Taxation & Tax Filing
- Presentation skills
- Work under stress
- Implementing financial systems
- Relationship management
- Data processing
- Prioritization
- Meeting deadlines
- Problem solving
- Good at English
- Attention to detail

### WORK EXPERIENCE

- **SENIOR FINANCE & ADMINISTRATIVE OFFICER** March 2018 onwards  
Water and Life Bangladesh, Dhaka
  - | Maintaining petty cash transaction
  - | Receiving & depositing collected money
  - | Submitting bills against expenses
  - | Maintaining monthly leaves of employees
  - | All HR related works for the branch
  - | Forecasting monthly petty cash budget
  - | Advance Register maintenance
  - | Administrating stocks
  - | Running procurement activities
  - | Encode Vouchers into Tally and Odoo
- **JR. EXECUTIVE - FINANCE & ACCOUNTS** Jan - Feb 2018  
A.I. Freight Services and Asif International, Banani, Dhaka
  - | Input transactions in Tally and Odoo
  - | Managed billings including debit note
  - | Handled bank transactions
  - | Maintained freight, C&F and transport transactions
  - | Prepared & presented sales & collection statements
  - | Indent analysis
  - | Disbursement of costs
  - | Dealt L/C Bill of Lading issues
  - | Posted bills into custom party ledger
- **JR. EXECUTIVE - ACCOUNTS & FINANCE** Dec 2016 - Dec 2017  
Banglalion Communications Limited, Dhaka
  - | Made daily & periodical reports on stock, attendance, sales & financial services
  - | Collect corporate bills
  - | Managed daily deposit & petty cash

Recorded visible stock & asset  
Reported daily operation input in CRM  
Updated customers' information and business transactions by Alepo  
Generated general ledger voucher on sale, collection and deposit in ERP Oracle

Opened customer account in CMS  
Prepared inventory move order

## EDUCATION

Masters of Business Administration Major in Accounting & Finance	2016	American International University Bangladesh	3.47 out of 4.00
Bachelor of Business Administration Major in Finance	2014	National University	3.03 out of 4.00
Higher Secondary Certificate Business Studies	2008	Cantonment College, Jessore Jessore Board, 4.5 out of 5.00	
Secondary School Certificate Business Studies	2006	Adamjee Cantonment Public School Dhaka Board, 4.00 out of 5.00	

## INTERNSHIP

A 3-month Internship (2016) on General Banking and Cash Management at Uttara Bank Ltd.  
A 3-month Internship (2014) on General Banking at Agrani Bank Ltd.

## COURSE/PROJECT WORK

- Pharmaceutical Industries and Prospects in Bangladesh
- Analysis of Stocks of Quasem Drycells
- Online Banking Services in Bangladesh
- International Money Laundering and Bangladesh

## WORKSHOP/CONFERENCE

- Filing Income Tax Return - organized by TaxmateBD
- Day long special workshop on "New VAT Law" – Organized by M & AM Associates
- Leaders of the Future - organized by AIUB
- Fundamental & Technical Analysis of Shares/Securities (3 days) - organized by AIUB

## TRAINING

- Professional Income Tax & VAT Management (5 days) - BIM
- Tally.ERP 9 - Accounting, Inventory & Payroll Management Software (9 days) - BIM
- ERP Oracle (10 days) - Banglalion Communications Ltd.
- Advanced Office Management (3 months) – Netcom Multimedia

## COMPUTER/SOFTWARE SKILL

MS Office, Office 365, Oracle ERP, Tally.ERP 9

## PERSONAL INFORMATION

Mother Anjoly Gupta  
Father Suvendu Gupta  
Date of Birth 28 December 1989  
Permanent Address Village: Gholsha, Thana: Baralekha, District: Moulvibazar  
Religion Hinduism  
Interests Chess, snooker, watching movies, travelling

## MEMBERSHIP

Member- AIUB Alumni Association

## REFERENCES

• Md. Rashedul Hassan  
Finance & Admin Manager,  
Water and Life Bangladesh  
017 102 41124

• Shilpi Akter  
Branch Manager,  
Shobar Jonno Pani Ltd.  
017 525 44843

