

# Md Abdus Salam SARKER



## SUMMARY

A professional accountant and bookkeeper. I have more than 20 years of professional experience in the accounts and finance department. I am certified Advisor of QuickBooks, Xero, Wave Accounting. I can help you set up a chart of accounts, categorize and reconcile bank transactions, A/R and A/P management, sale Tax, Payroll, and prepare financial statements. I always follow GAAP and IFRS accounting standards. I am a constant learner and like to update my skills with the latest rules and technology.

## SKILLS

- Multilingual
- Time management
- Communication skills
- Bookkeeping
- QuickBooks
- Zoho
- Excel
- NGO management
- Society management
- International school administration
- French Language teaching

## EXPERIENCE

### **07/02/2018–Present**

Assistant Professor • International Tourism & Hotel Management (French Language) • Prime Asia University, Banani, Dhaka

French Language Instructor • BRAC University, • Residential Campus Khagan, Savar, Dhaka.

### **01/01/2005–Present**

Consultants • Finance & Accounts • Benison Group, Baridhara J Block, Dhaka

Conducted examinations of internal control procedures, which led to improved financial accounting operations.

Perform financial, operational, regulatory compliance and system-integrated audits. Train and supervise work of assigned staff.



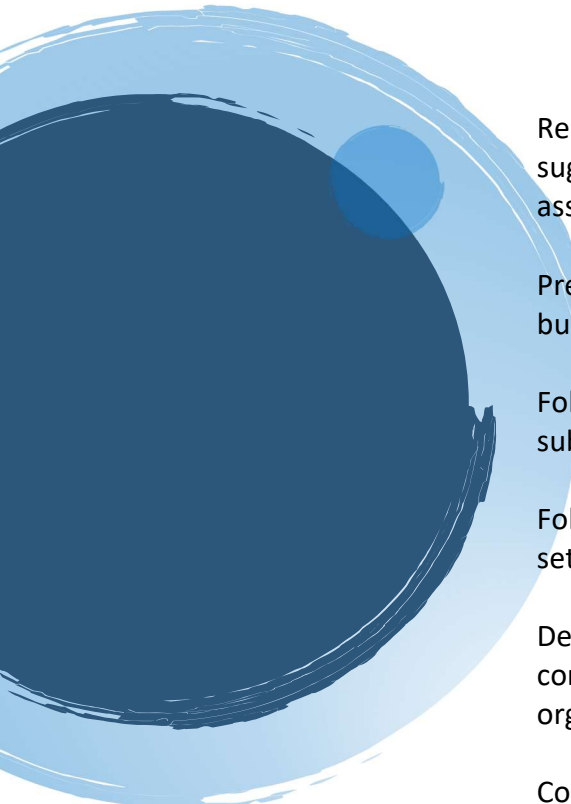
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Report the organization's finances to management, and offer suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts.

Prepare long-range strategic plans and annual operating plans, budgets, and variance reporting against these plans.

Follow-up with the respective departments for timely and accurate submission of accounting reports for the principals.

Follow-up with the respective departments for timely netting settlement among the overseas agents

Develop, improve and ensure the effectiveness of a good internal control environment at all levels of transactions and activities of the organization.

Coordinate financial and administrative issues within organization through arranging and facilitating training, workshop and meeting at regular basis.

Develop Financial, Administrative and Operational Manuals for the organization and practice following the rules and regulations as enumerated in those.

**07/02/2007–30/06/2022**

Administrator French International School • French Embassy in Bangladesh, Baridhara, Diplomatic Area, Dhaka.

Manage all administrative and financial issues of the school.

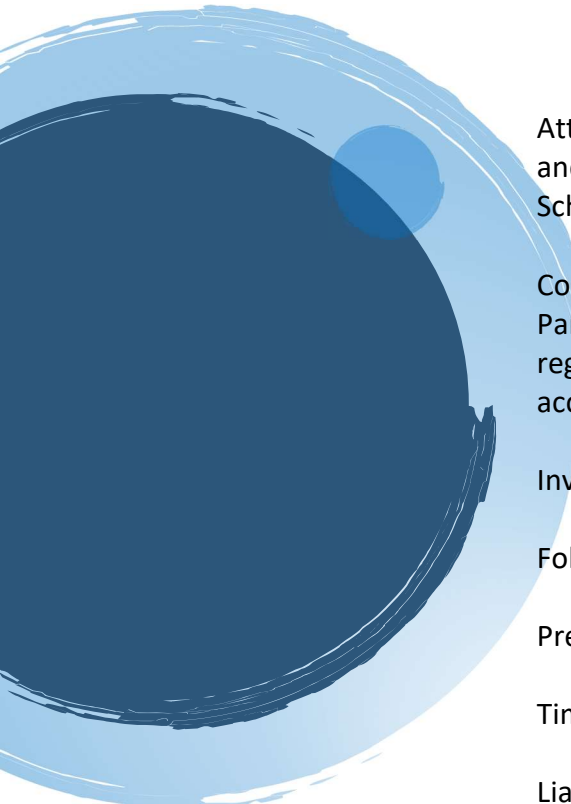
Supervise all local service staff of the school, including 2 direct reports; Caretaker and Security Supervisor.

Create and maintain an excellent work environment, centered upon teamwork and mutual respect.

Phone support, creating correspondence, and provide back-up support for the managers as well as administrative staff.

Monitor and evaluate school operations, programs, processes and/or practices for quality and effectiveness; make recommendations for improvement.





Attend day and night Board meetings, committee meetings, develop and make presentations and recommendations to the Board regarding School Facility Operations.

Collaborate and provide support to the school Director.  
Parents Engagement/Involvement - Communicate with parents regularly to keep them informed and engaged and manage their accounts.

Invoice rising to the clients (Families).

Follow up for receiving payments from clients.

Preparation of vouchers for expenditure.

Timely preparation of necessary financial reports.

Liaison with foreign destinations and other institutions i.e., government, non-government and other organizations.

Develop, improve and ensure the effectiveness of a good internal control environment at all levels of transactions and activities of the school.

Coordinate financial and administrative issues within an organization through arranging and facilitating training, workshop and meeting at regular basis.

Develop Financial, Administrative and Operational Manuals for the organization and practice following the rules and regulations as enumerated in those.

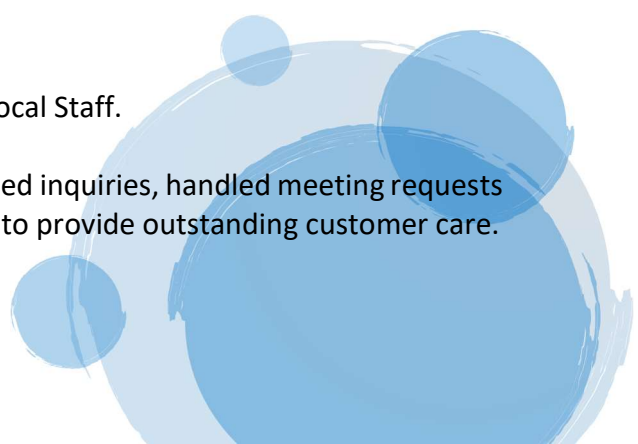
Keeping track of income and expenditure and preparing budgets and targets based on actual trends and suggesting the management on developing future plan of operation.

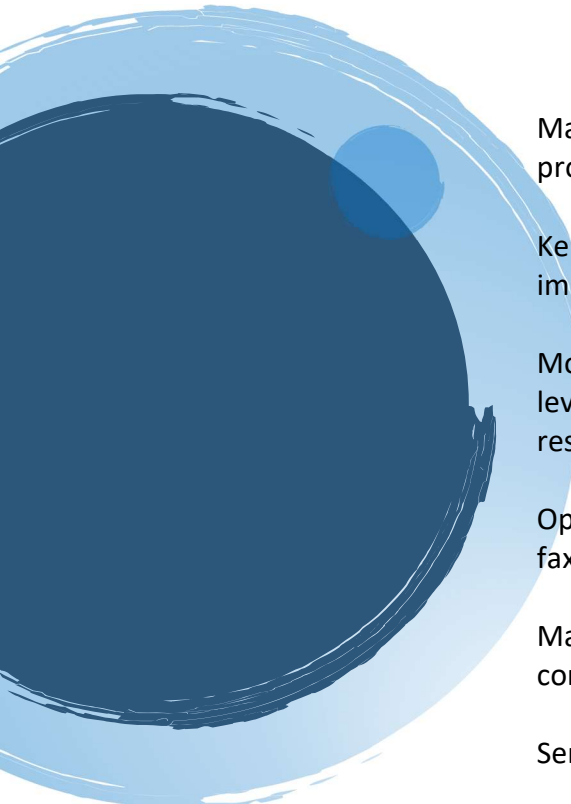
Planning and implementation of different school programs.

Afterschool activities.

French Language Class for the local Staff.

Liaised with customers, addressed inquiries, handled meeting requests and answered billing questions to provide outstanding customer care.





Maintained impeccable office organization to support efficiency, professionalism and performance objectives.

Kept office operations running smoothly and efficiently by implementing relevant procedures and policies.

Monitored and controlled office inventory, ensuring adequate supply levels, timely product ordering and efficient management of company resources.

Operated and maintained various office machineries such as printers, fax machines and photocopiers.

Managed client communications by answering phones and corresponding through email.

Served as the main point of contact for outside vendors.

**01/01/2000–31/12/2005**

Manager • Finance & Admin • Pathfinder International

**Administrative Tasks:**

Provide all logistic and administrative support and vehicle support for providing Essential Health Packages Services among the targeted population.

Provide vehicle support as and when required.

Prepare all administrative documents & maintain file systematically.

Maintain all type of inventory management.

Maintain the Staff daily attendance register and time sheet.

Checking Lease agreement files & make sure the time payment of Land lords.

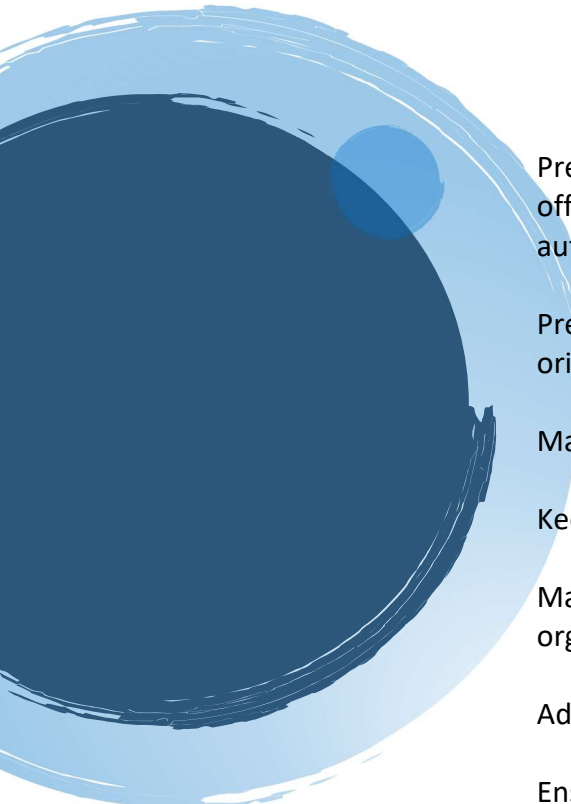
Help the management for office correspondence in Bangla & English typing.

**Finance & Accounts related Tasks:**

Preparation of all types of vouchers.

Collect source documents from respective staff in preparing Vouchers as well as other financial reports.





Prepare error free all financial report and send the report to region office to meet the dead line with approval following the delegation of authority.

Prepare monthly Bank reconciliation Report (BRR) based on monthly original Bank Statement.

Maintain daily cheque issue register properly.

Keep the cheque book in a safe custody.

Maintain and handle the Project advance to staff following the organizational policy.

Adjust the advance with in the cutoff date.

Ensure all monthly payment at District level timely like staff monthly salary, office rent, utility bill, mobile allowance following the organizational policy.

Maintain petty cash and make its adjustment following the organizational policy.

To know the USAID Guideline, compliance issues, allowable cost and unallowable cost and implement it properly.

Prepared fund request and financial reports based on monthly requirement and send it to regional office with proper supporting documents by 5th day of each current month.

### **Vehicle management and reporting:**

Maintain total list of the vehicles (Motorcycles, bicycles etc.) including renewal date of the documents of the vehicles.


Arrange to renew of the vehicle documents on time.

Ensure proper maintenance of the motorcycle/ by-cycle to keep those in useable condition all the time.

Ensure that the riders are using log books all the time.

Ensure that in-out of the vehicles/ Motorcycle is maintained at the office gate log book.





Ensure safety and security of the vehicles and Motorcycle.

Prepare monthly report on performance of the vehicles and circulate to all concern.

**Office cleaning:**

Assign cleaners for cleaning of the office premises, official desks, rooms and bath rooms.

Ensure proper cleaning of the premises, official desks, rooms and bath rooms all the days.

**Human Resources and Leave:**

Assist the project director supervising the field workers, clinical staffs and directly supervise office helpers and night guards.

Supervise the staffs and assist them for their career development and improving performance.

Ensure that the staffs are aware of the E Module, HR Policy, and Finance & Admin policy and governance issues.

Ensure that an enabling environment is prevailing at the work place and staffs are working well enjoying equal opportunities irrespective of male and female.

**EDUCATION**

**National University**

B. Com (Hons), M. Com in Accounting

**CA Course Completed**

Completed three years of Article-ship with one of the leading Chartered Accounting firms in the country, M/S. ACNABIN & Co.

**Alliance Francaise de Dacca**

Diploma in French Language DELF

**PERSONAL**

- Date of birth : 24/08/1973
  - Marital status : Married
  - Children : 3 sons
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