

SUMIT DAS JOY

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Address: 75/3, Ward-64, Matuail, Konapara, Jatrabari, Dhaka-1362, Bangladesh.



PROFESSIONAL SUMMARY

MBA-qualified accounting professional with experience in accounting, branch management, and banking operations, including internship experience at Agrani Bank PLC. Skilled in financial operations, bank reconciliation, invoice management, and ERP systems including Tally, Xero, QuickBooks, Dext, SAP, and Odoo. Strong knowledge of tax, VAT, audit compliance, and financial management.

PROFESSIONAL EXPERIENCE

Accounts Executive (UK-based Remote)

DHAKA ASSOCIATES LTD

27 Oxford Street, Watford, England, WD18 0ES, UK

December 2025 – Present

- Prepare payroll posting journals, track and record purchase orders (PO), and provide weekly PO reports.
- Raise invoices, sales receipts, and supplier bills, accurately applying varying tax rates, VAT, and deductions using QuickBooks and Xero.
- Manage bank allocations and transaction classification (e.g., Metro Bank, Aqua Card), perform bank reconciliation (HSBC, FDMS), and post transactions using Dext.

Accounts Officer

Osman Group of Industries

Head Office | Osman Tower, Narayanganj 1400.

November 2024 – July 2025.

- Prepared money requisitions, managed payroll for over 4,500+ workers across two sister concerns, and oversee cheque issuance and bank salary disbursements.
- Maintained LC/PO records, ensure accurate payment of C&F bills for import and export activities, process RTGS fund transfers, and assist with TDS/VDS deductions.
- Performed daily transactions and LC posting in Tally ERP 9, conducted bank reconciliation, prepared monthly production reports, and supported audit-ready financial statements and annual balance sheet preparation.

Branch Manager

FR Minimal

Showroom of FR Fashion | Konapara, Demra, Dhaka-1361.

September 2019 – April 2023

- Managed daily showroom operations and cash counter accuracy for 300+ customers daily, aligning sales team performance with service standards and inventory control.
 - Prepared debit vouchers for expenses, maintain the daily cash book, manage regular petty cash, and ensure POS settlements and bank reconciliations
 - Monitored daily targets for 13+ sales executives, handling all records, transaction postings, product barcode creation, and POS system scanning for sales processing in Marg ERP 9 software while ensuring optimal showroom operations.
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INTERNSHIP EXPERIENCE

Agrani Bank PLC – Matuail Branch

November 2022 – February 2023

- Assisted customers with banking transactions and daily banking operations.
- Gained practical knowledge of general banking, cash handling, foreign exchange, documentation, and banking software (Imago).
- Developed communication and teamwork skills by working with senior bank officers and customers.

EDUCATIONAL QUALIFICATIONS

MBA in Accounting

Govt. Shahid Suhrawardy College | University of Dhaka

CGPA: **3.41** out of 4.00 | Passing Year: 2020

BBA in Accounting

Govt. Shahid Suhrawardy College | University of Dhaka

CGPA: **3.27** out of 4.00 | Passing Year: 2019

Higher Secondary Certificate (HSC)

Dr. Mahbubur Rahman Mollah College | Dhaka Board

GPA: **5.00** out of 5.00 | Passing Year: 2015

Secondary School Certificate (SSC)

Shamsul Hoque Khan School & College | Dhaka Board

GPA: **4.69** out of 5.00 | Passing Year: 2013

ACADEMIC ACHIEVEMENTS

General Board Scholarship

Board of Intermediate and Secondary Education, Dhaka | Year: 2015

Awarded for outstanding performance in the Higher Secondary Certificate examinations (Serial No: 389).

SKILLS AND EXPERTISE

LANGUAGES

- **English** – Professional Working Proficiency • **Bengali** – Native Proficiency

PROFESSIONAL TRAINING

- Basic & Advanced Training on Professional Accounting – **IBER, United International University**

May, 2024 - October, 2024

CERTIFICATIONS

- Accounting for Freelancing, LCBS Dhaka, NSDA Level-4 • Digital Marketing (LEDP) • Certificate in Computer Science Application, Institute of ICT (SIT-Foundation, Bogra) • Automotive Mechanics, NSDA Level-1

CORE FINANCIAL EXPERTISE

- Journal Posting • Bank Reconciliation • Payroll Processing • Cash Flow Statement • Financial Statements • Production Report

PROFESSIONAL SOFT SKILLS

- Teamwork • Leadership • Adaptability • Accountability • Communication • Problem-solving • Time management

TOOLS AND SOFTWARE SKILLS

- QuickBooks • Xero • Sage Accounting • Dext • SAP • Odoo • Imago • Tally (ERP 9 / Prime) • Microsoft Word • Microsoft Excel • Google Docs • Google Sheets • Mail Management • Adobe CS6 • POS