

Keya Deb

Deputy Manager – Finance & Accounts

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Career Objective

Finance professional with 2+ years of progressive experience in financial reporting, budgeting, compliance, and accounts management across telecom and education sectors. Currently pursuing CMA / ICMAB (Cost & Management Accounting) to strengthen expertise in financial analysis, management accounting, and strategic decision-making. Proficient in advanced Excel (Pivot Tables, VLOOKUP, INDEX, MATCH, Data Validation, Filters) and finance software. Recognized for dedication, quick learning, and rapid career growth, seeking an overseas finance role to contribute analytical, accounting, and compliance expertise to a global organization.

Professional Experience

Deputy Manager – Finance & Accounts

Manor IT Limited | July 2024 – Present

- Promoted from Junior Officer → Assistant Manager → Deputy Manager due to strong performance and fast learning.
- Prepared monthly, quarterly, and annual financial statements, reports, and dashboards.
- Managed accounts payable/receivable, invoice processing, and vendor payments.
- Maintained bank ledgers and performed daily bank reconciliations.
- Handled VAT calculations, submissions, and compliance reporting.
- Conducted budget monitoring, variance analysis, and cash flow forecasting.
- Supported month-end and year-end closing activities.
- Collaborated with operations and sales teams to resolve billing discrepancies and optimize workflows.

Compliance Officer

Abroad Station | November 2023 – June 2024

- Monitored financial compliance and risk related to visa and student admissions.
- Verified documentation and ensured adherence to regulatory standards.
- Conducted internal audits and created reports for management review.
- Assisted in financial tracking, budgeting, and reporting for student operations.

Application Manager

Study Milestone | Sep 2022 – Oct 2023

- Managed end-to-end student visa and admission applications, ensuring accuracy, compliance, and timely submission. Also promoted Student Counsellor to application manager

- Coordinated with universities, embassies, and finance departments to streamline student transactions.
- Maintained documentation and reporting systems supporting finance and audit requirements.

Education

- **Currently Pursuing CMA / ICMAB** – Cost & Management Accounting, ICMAB
- **BBA in Accounting** – Moinuddin Adarsha Mohila College | CGPA: 2.77 | 2023
- **HSC (Science)** – Women's Model College | GPA: 3.92 | 2017
- **SSC (Science)** – Rasamoy Memorial High School | GPA: 4.83 | 2015

Certifications & Training

- **Digital Marketing Training (120 days)** – Freelancer Lab, 2021
- **Graphic Design Training (180 days)** – Sheikh Kamal IT Training & Incubation Centre, 2022
- **Aptis English Language Training (60 days)** – British Council, 2022

Skills

Finance & Accounting

- Financial reporting, budgeting, cost control, variance analysis
- Accounts payable/receivable, payroll, ledger maintenance, auditing
- Cash flow forecasting, month-end & year-end closing

Advanced Excel & Tools

- Pivot Tables, VLOOKUP, HLOOKUP, INDEX, MATCH, LARGE, Data Validation, Filters
- Financial dashboards, reporting templates

Compliance & Administration

- Risk management, internal audits, documentation accuracy
- Regulatory compliance for finance and operations

Soft Skills

- Leadership | Quick Learning | Dedication | Problem-solving | Communication | Time Management

Languages

- English (Fluent), Hindi (Good), Bangla (Native)