

Md Sohel Rana

Khedachara, Matiranga, Matiranga, Khagrachhari 4450
01609200151, 01568735715

mrsrana.rmstu@gmail.com



Career Objective

To build a career in Accounts & Finance sector where I can utilize my practical experience in accounting, financial reporting, budgeting and audit support in a reputed organization/NGO.

Career Summary

Accounts & Finance professional with 3 years of practical experience in factory accounting, cash & bank management, financial reporting, payroll, budgeting and audit support. Experienced in maintaining vouchers, bank reconciliation, inventory accounting and expense control. Looking to build career in NGO/Development sector as an Accounts professional.

Special Qualification

I have pragmatic qualifications on Accounts and Admin.

Experience

Total Year of Experience: 3 year(s) 9 month(s)

1.

Field Facilitator (0 year(s) 4 month(s))

(Sep 2024- Jan 2025)

BRAC

Begumganj, Noakhali.

Area of Expertise

Accounting Data Entry

Duties/Responsibilities

To communicate with marginal people as well as provide them projects facilities.

2.

Factory Accountant & Admin (1 year(s) 10 month(s))

(Apr 2021-Feb 2023)

Amber Group

Dhaka

Area of Expertise

Accounts Admin^

Duties/Responsibilities

Maintain daily accounts and bookkeeping, Prepare vouchers Payment, Receipt, Journal Maintain Cash Book & Bank Book, Bank reconciliation statement, Prepare monthly financial

reports,vPayroll preparation and salary sheet, Inventory & stock, Assist internal & external audit, Maintain VAT & TAX related documents, Budget monitoring and expense control.

3.

Territory Sales Manager (TSM) (1 year(s) 4 month(s))

(Sep 2019 - Jan 2021)

PRAN Group

Chittagong metro

Area of Expertise

Sales & Marketing^

Duties/Responsibilities

Ensure monthly target, monitoring SR, Managed daily sales cash collection and banking,Prepared daily & monthly sales reports, Maintained dealer ledger and outstanding reports,Handled invoicing and billing process, Coordinated with accounts department for reconciliation,Prepared stock and inventory reports, Maintained expense statements and field budget,Ensured financial accuracy and documentation.

Academic / Education

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration	Achievement
Masters of Business Administration (MBA)	Management	Rangamati Science and Technology University	3.48 out of 4	2020	1 year	
Bachelor of Business Administration (BBA)	Management	Rangamati Science and Technology University	3.38 out of 4	2019	4	
HSC	Commerce	Khagrachari Government College	3.9 out of 5	2014		
SSC	Commerce	Khedachara High School	4.06 out of 5	2012		

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Field training	Sales and Marketing	PRAN RFL Groups	Bangladesh	Chittagong	2023	1 months
Deposit collection and Products	All of deposits system offered from Rupali Bank Ltd.	Rupali Bank Ltd.	Bangladesh	Rangamati	2022	3 months
Loans and Advances	1. Loans and Advances policy 2. Analysis and Results	Sonali Bank Ltd	Bangladesh	khagrachari	2021	3 months

Professional Qualification

Certification	Institute	Location	From	To
Computer Proficiency	Polashpur BGB Zone	Khedachara	Aug 2009	Nov 2009

Career and Application Information

Looking For	Preferred Job Category Accounting/Finance,Bank/Non-Bank Fin. Institution,NGO/Development Mid Level Job
Present Salary	Tk. 35000
Expected Salary	Tk.0
Preferred District	Anywhere in Bangladesh
Preferred Country	Canada,Germany
	Preferred Organization Types : Investment/Merchant Banking, NGO, Development Agency,Audit Firms/Tax Consultant, Supply Chain,Financial Consultants,Micro-Credit

Skill

Fields of Skill	Description
·Computer Literacy ·Leadership ·Teamwork ·Loan Recovery ·Marketing and Sales · Accounts and Finance ·Accounting ·Accounting Data Entry ·Budgeting ·Financial Reporting ·Bookkeeping ·Voucher Verification ·Branch Management ·Office Management ·Office Administration ·Branch Operation	I have several skills at Accounts & Admin.

Extra Curricular Activities

1.Founder and President of AMRA voluntary organization.2. Ex. member of TIB Bangladesh (Rangamati branch). 3. Co-writer of RMSTU (own University) magazine. 4. Active member of Badhon (blood donor) voluntary organization at RMSTU wing's.

Language Proficiency

Language	Reading	Writing	Speaking
English	High	High	High

Personal Details

Father's Name Md Monir Hossein I.
 Mother's Name I Saleha Begum
 Date of Birth Jan 1995II
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National Id No. : 3299365407
 Religion Islam
 Permanent Address : Khedachara,Matiranga,Matiranga,Khagrachhari 4450
 Current Location Khedachara, Matiranga, Matiranga, Khagrachhari 4450
 Blood Group O+II
Reference

Name	: Sajjad Mahmod
Organization	: Rangamati Science and Technology University
Designation	: Lecturer
Address	: Rangamati
Mobile	:01911329996
Email	:smndcu@yahoo.com
Relation	: Academic
Name	: Nishat Tasnim
Organization	: Brac
Designation	: Senior officer HR
Address	: Begumganj, Noakhali.
Mobile	:01700797221
Email	: nishat.ta@brac.net
Relation	: Professional