

MD. SAGOR SIKDER

📍 8/A/6, Mirbagh, Hatirjheel, Dhaka-1217

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Career Objective:

To work in a dynamic organization in the Accounts & Finance department, utilizing my practical experience in voucher management, ledger maintenance, ERP systems, and financial reporting to contribute effectively to organizational success.

Career Summary:

A detail-oriented Accounts professional with 6+ years of professional experience including accounts, administration, and reporting activities. Skilled in voucher processing, bookkeeping, and maintaining financial records using ERP systems. Currently enhancing expertise in Tally ERP 9 to contribute effectively in an accounts and finance role.

SPECIAL QUALIFICATIONS

- Practical experience in bookkeeping, voucher preparation, and ledger maintenance
- Working experience with ERP-based accounting systems (BMS ERP)
- Strong analytical ability in maintaining financial accuracy and reporting
- Strategic thinker with excellent planning and decision-making abilities
- Strong interpersonal and communication skills

SKILLS / FIELDS OF EXPERTISE

- **Financial Accounting:** Voucher Entry (Debit/Credit), Cash Book, Ledger Maintenance
- **Financial Reporting:** Monthly Reports, Balance Sheet, Due List
- **ERP Software:** BMS ERP (Hands-on Experience)
- **Accounting Software:** Tally ERP 9 – Learning & Practicing (Voucher, Ledger, Reporting)
- **Microsoft Excel:** Basic to Intermediate (Data Entry, Reporting, Basic Formulas, Table & Filter)
- **Microsoft Word:** Proficient
- **Microsoft PowerPoint:** Basic Knowledge
- Documentation & Record Keeping.

Employment History:

Assistant Accountant Officer (1 Year 7 Months)

(1 Oct 2024 – 30 Apr 2026)

Golden Trade International

Responsibilities:

- Maintained cash book, ledger, and debit & credit vouchers
- Recorded daily financial transactions manually and updated in ERP software (BMS ERP)
- Managed expense vouchers and money receipts
- Assisted in preparing monthly financial reports & balance sheet.

Assistant Administrative Officer (1Year 1 Month)

(1 Aug 2023 – 30 July 2024)

Rongdhonu Printer's Ltd.

Area of Expertise:

Duties/Responsibilities:

- Managed daily administrative operations and staff coordination.
- Prepared invoices, quotations, and project reports.
- Ensured timely delivery by collaborating with production teams.
- Maintained attendance, leave, payroll, and official records.
- Handled client communication and coordinated printing orders.

2. Financial Associate (Part-time) (Nearly 2 years)

(1 Nov 2022 - 31 Aug 2024)

American Life Insurance Company (Metlife)

Area of Expertise:

Duties/Responsibilities:

- Provided clients with financial advice and insurance product information tailored to their individual needs.
- Assisted in the preparation of financial reports, ensuring compliance with regulatory standards.
- Prepared reports on premiums, claims, and account statements.
- Coordinated with clients to resolve billing and payment issues.

3. Instructor -Part-time (5 classes per week) (5 years 4 Months)

(3 Jan 2019 - 31 May 2024)

Resolve Career Guide Coaching Center.

Area of Expertise:

Duties/Responsibilities:

- Conducted classes in Accounting Finance & English
- Assisted students in academic development

Academic Qualification:

Exam Title	Major/Group	Institute	Result	Passing Year	Duration
Master of Business Administration (MBA)	Marketing	National University	CGPA:3.22 out of 4	2019	1
Bachelor of Business Administration (BBA)	Marketing	National University	CGPA:2.95 out of 4	2018	4
HSC	Business Studies	Govt. Science College, Dhaka	CGPA:3.8 out of 5	2014	2
SSC	Business Studies	Sher-Bangla School & College	CGPA:4.69 out of 5	2012	-

Training Summary:

Training Title	Topic	Institute	Year	Duration
Microsoft Office (Word, Excel, Power Point)	MS Word, MS Excel, Document Preparation, Data Entry, Reporting.	Anjuman Rayhana Mahbub Technical Institute.	2015	6 months

Personal Details :

Father's Name : Md. Mojammal Sikder
Mother's Name : Aleya Begam
Date of Birth : 23 Sep 1997
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Khairabad, Bakerganj, Barishal
Current Location : Dhaka
Blood Group : B+

Reference:

Name : Md Helal Uddin
Designation : General Manager
Company : Golden Trade International
Mobile : 01321-128659