

# K. M. YUSUF

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## **Career Objective:**

As a seasoned accountant and auditor with over twelve years of expertise, my career objective is to secure a prominent role in the finance and accounting industry, contributing to the growth and success of an organization. I aspire to leverage my comprehensive skill set and leadership capabilities to further my professional journey while aiding the company in achieving its strategic goals. Currently serving as the Acting Financial Advisor at Cityscape International Limited, I am committed to bringing a wealth of experience, strategic financial acumen, and a track record of successful leadership to a dynamic and forward-thinking organization.

## **Career Summary:**

With more than twelve years of dedicated experience in finance and accounting, I have held pivotal roles in esteemed organizations, reflecting a diverse and accomplished career. Currently serving as the Acting Financial Advisor at Cityscape International Limited, I have previously contributed my expertise in roles such as AGM at Bizz Solutions PLC, Senior Manager at Shafiqul Alam & Co., Manager of Finance at the Ayurveda Research and Health Center, Assistant Manager (Accounts & Finance) at the Super Star Group, and Senior Executive (Accounts & Finance) at the YOUNUS Group.

My educational background includes a Finance MBA, a PGDFM, and an ITP, complemented by a bachelor's degree in law from National University. My skill set encompasses leadership, teamwork, conflict resolution, LC management, finance, marketing, taxation, VAT, statutory audits, management audits, business process audits, and production process audits. I possess hands-on experience in leading core accounts teams as well department of taxation & vat management, internal audit teams, and various audit processes.

Proficient in SAPFICO, Tally, Crown ERP, and orange ERP software, I am well-equipped to streamline financial processes and drive efficiency. My ability to encourage and lead teams to successful task completion underscores my commitment to achieving organizational objectives. I am now poised to bring my expertise and passion for excellence to a new challenge, where I can make a meaningful impact on financial strategies and operations

- ❖ Finance Advisor (Acting), Cityscape International Limited
- ❖ AGM Bizz Solutions PLC.
- ❖ Senior Manager at Shafiqul Alam & Co., Chartered Accountants Firm
- ❖ Manager at (Finance & Accounts) in Ayurveda Research & Health Center
- ❖ Assistant Manager at (Finance & Accounts) in Super Star Group (SSG)
- ❖ Sr. Executive at (Accounts) in Younus Group

## **Experience:**

### **1. Finance Advisor (Acting) (July 2023 – Continue)**

#### **Cityscape International Ltd.**

Organization Location: 53 Gulsan Avene, Gulsan-1,  
Dhaka, Bangladesh  
Business: **Real State**

#### **Duties/Responsibilities:**

- Develop and implement financial strategies to support the overall business objectives of the real estate company.

- Provide insights and recommendations for investment decisions, project financing, and capital allocation.
- Maintain effective relation with governments authorities.

## **2. AGM, Finance & Accounts (July, 2021 – June, 2023)**

### **Bizz Solutions PLC**

Organization Location: City centre 90/1, Level-25, Flat No. D2

Motijheel C/A Dhaka- 1000, Bangladesh

Business: **IT enable services**

#### **Duties/Responsibilities:**

- Oversee and manage the company's financial operations, taxation and monthly vat returns, Preparing for an Initial Public Offering (IPO), and compliance with accounting standards.
- Develop and implement financial policies, procedures, and internal controls to safeguard company assets.
- Collaborate with governments authorities like NBR and RJSC.
- Monitor and analyze financial performance against budget, providing insights and recommendations to support strategic decision-making.
- Prepare and present timely and accurate financial reports to senior management, highlighting key performance indicators and financial metrics.
- Ensure compliance with statutory reporting requirements and regulations.
- Manage all aspects of taxation, ensuring compliance with local and international tax regulations.
- Stay updated on changes in tax laws and implement necessary adjustments to maintain compliance.
- Coordinate internal and external audits, working closely with auditors to provide necessary documentation and resolve any audit findings.
- Implement audit recommendations to improve financial processes and controls.
- Monitor and manage cash flow to ensure liquidity for day-to-day operations and strategic initiatives.
- Optimize working capital and minimize financial risk.
- Oversee the implementation and maintenance of Enterprise Resource Planning (ERP) systems for financial management.
- Continuously evaluate and improve financial processes to enhance efficiency and effectiveness.
- Stay abreast of industry best practices and emerging trends in financial management.

## **3. Sr. Manager, Finance & Accounts (Sep, 2018 – June, 2021)**

### **SHAFIQU ALAM & Co., Chartered Accountants**

Organization Location: Empire Reba, Flat No. 7A (7<sup>th</sup> Floor), 6/1 Segunbagicha, Ramna,

Dhaka- 1000, Bangladesh

Business: **CA Firm.**

#### **Duties/Responsibilities:**

##### **Achievements:**

- Performed statutory audit as supervisor of Surma Garments.
- Performed management audit as supervisor of Ananta Group.
- Performed as audit lead of Sajeeb Group for three years.
- Performed as pf audit lead of Meghna Group for 4 years.
- Performed as group lead of Dockyard and Engineering Works Ltd. (Bangladesh Navy) for cut over data preparation for business automation in 2019 & providing support for accounts preparation in 2020.
- Performed as management audit lead of Cityscape Group for subsequent 10 years.
- Performed as audit lead of Hosaf Group. for the year ended 2020.
- Assigned as resource person during implementation of SSG's SAP Software.
- Performed as engagement supervisor of Sensei Wisdom and Holdings Ltd.
- Managed teams combining Twenty-eight people (or more) & ensured timeliness and efficiency in reporting.
- Performed the integral role in preparation of client Financial Statements.
- Drafting reports to client management identifying weaknesses in internal control.

##### **Responsibilities:**

Financial Reporting & Audit

- Conduct statutory audit of financial statements and perform management audit.
- Preparation of planning and strategy documents for client taxation service.

- Maintain good communication with NBR officials for completing clients Tax assessment service.
- Prepare financial statements as per IFRS, Companies Act and other applicable laws.
- Check and verify the disclosure requirements.
- Suggest post balance sheet manual adjustments.

#### **4. Manager, Finance & Accounts (April, 2017 – September, 2018)**

##### **AYURVEDA RESEARCH & HELTH CENTRE**

Organization Location: House # 88, Road # 23, Block # A, Banani, Dhaka 1213, Bangladesh

Business: **Health & Fitness**. (was a joint venture of Brac and Ispahani Group)

##### **Duties/Responsibilities:**

- I was responsible for conducting and maintaining overall accounts and financial dealings of the company including day to day banking, payroll, cash flow and fund management, loan financing, intercompany fund management. taxation and vat management.
- As a team leader I introduce, implement and manage financial software and trained up all employees relating with the jobs.
- Conducting external audit, I ensure that prescribed books of accounts, ledgers, and statutory financial statements, e.g. balance sheet, income and expenditure statements, receipts and payments statements, cash flow statement are prepared on time.
- Prepare and directs financial strategy, planning and forecasts of the company based on the COA and implement them with proper monitoring.
- Develop accounts manual and procedures. Maintain complete financial transaction process, administrative issues and procurement process.
- Maintain and comply with Tax & VAT related issues as per Government Rules.
- Develop good working relationships with professionals such as bankers, auditors or statutory organizations for the benefit of the company.
- Periodical physical inventory of stock and assets which has physical existence
- Maintaining and Record of Fixed Assets through Software
- Prepare annual accounts at the end of the year for each entity and facing external auditor meeting their compliances
- Prepare financial policy and strategy of the company and implement them as per required and management decisions.
- Guide and train accounts staff to ensure accurate accounting system and record keeping at all business units
- Ensuring that prescribed books of accounts, registers, and statutory financial statements, e.g. balance sheet, income and expenditure statements, receipts and payments statements are prepared on time.
- Responsible for conducting and maintaining overall accounts and financial dealings of the company

#### **5. Assistant Manager, Finance & Accounts (July 11, 2013 – April 2017)**

##### **SUPER STAR GROUP**

Organization Location: UCEP Cheyne Tower (3rd Floor), 25 Segunbagicha, Ramna, Dhaka 1000, Bangladesh

Business: Group of Company

##### **Duties/Responsibilities:**

- I was responsible for conducting and maintaining overall accounts and financial dealings of the Super Star Fan Ltd.
- As a team member I place a significant role in Fan costing.
- Conducting external audit, I ensure that prescribed books of accounts, ledgers, and statutory financial statements, e.g. balance sheet, income and expenditure statements, receipts and payments statements, cash flow statement are prepared on time.
- Maintain and comply with Tax & VAT related issues as per Government Rules.
- Provide accounts reports to the management timely with quality information in this regard as necessary.
- Maintain monthly inventory audit inventory valuation.
- Assist in L/C related activities and Fund management.
- Prepare annual accounts at the end of the year for each entity and facing external auditor meeting their compliances.
- Guide and train factory accounts staff to ensure accurate accounting system and record keeping at all business units .
- Ensuring that prescribed books of accounts, registers, and statutory financial statements, e.g. balance

sheet, income and expenditure statements, receipts and payments statements are prepared on time.

- Any other activities assigned by the management.

#### **6. Sr.Executive, Finance & Accounts (May, 2010 – June, 2013)**

##### **YOUNUS GROUP OF INDUSTRIES**

Organization Location: House#51, Road# Central Road, Dhanmondi, Dhaka, Bangladesh

Business: Group of Company

##### **Duties/Responsibilities:**

- I was fully responsible for conducting and maintaining overall accounts and financial dealings of five cold storage, and partially responsible for Ananta Paper & Board mills Ltd.
- As a team member I place a significant role in Paper costing.
- Ensure that all financial records are maintained according to company requirements
- Maintain and comply with Tax & VAT related issues as per Government Rules.
- Assist in L/C related activities and Fund management.
- Maintain daily records of financial transactions and accounting statements.
- Maintaining record of fixed assets and ensure Fixed tagging on all plant and Machinery
- Daily Report on Factory Cash Receipts & Payments.
- Maintaining Daily Sales Invoices, Deliveries, Returns, Cheque Collection, Bank Deposit, and Return Cheque with periodical report to Finance Manager.
- Maintain Cash book/Bank book/Journal book/ledger book.
- To be responsible to input all daily transactions.

##### **Professional Qualification:**

<b>Certification</b>	<b>Institute</b>	<b>Location</b>	<b>Status</b>
CA	Institute of Chartered Accountants of Bangladesh	Dhaka	Partly Qualified
LLB	National University	Dhaka	Passed in 2020
PGDFM	Bangladesh Institute of Management	Dhaka	Achieved, Batch 2013
ITP	National Board of Revenue	Dhaka	Achieved, Batch 2017

##### **Academic Qualification:**

<b>Degree</b>	<b>Concentration/Major</b>	<b>Institute</b>	<b>Result</b>	<b>Pass. Year</b>	<b>Duration</b>
MBA	Finance	Southeast University	3.52	2012	1 Year
BBA	Marketing	International Islamic University, Chittagong	3.67	2010	4 years
HSC	Business Studies	Mirpur University College, Dhaka	4.00	2006	2 years
SSC	Science	Manikganj Model High School	3.25	2004	2 years

**Technical Skills:**

- ❖ Working Experience with SAP (FICO), Tally, QuickBooks, & Crown ERP accounting software.
- ❖ Windows, Microsoft office.

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent
English	Good	Good	Good
Hindi	N/A	N/A	Moderate

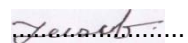
**Personal Details:**

Father's Name : K. M. Noorujjaman  
Mother's Name : Anjuman Ara Begum  
Date of Birth : 01<sup>st</sup> June, 1989  
Gender : Male  
Blood Group : A+ positive  
Marital Status : Married  
Nationality : Bangladeshi  
National ID Card No : 4156840037  
Religion : Muslim  
Permanent Address : House#145, East Dashora, Manikganj-1800.  
Current Location : Dhaka

**Reference (s):**

	<b>Reference: 01</b>	<b>Reference: 02</b>
Name	: Md. Nahid Sarwar	Md. Shafiqul Alam ACS, FCA, FCMA
Organization	: Cityscape International Ltd.	Shafiqul Alam & Co. Chartered Accountants
Designation	: Managing Director	Managing Partner & CEO
Mobile	: +880 1324-249020	+880 1777-717481
E-Mail	: <a href="mailto:md@cityscapeintl.com">md@cityscapeintl.com</a>	<a href="mailto:shafiq.cfobd@gmail.com">shafiq.cfobd@gmail.com</a>
Relation	: Professional	Professional

I hereby declare that the above-mentioned statements are true to the best of my knowledge.

  
(K. M. Yusuf)