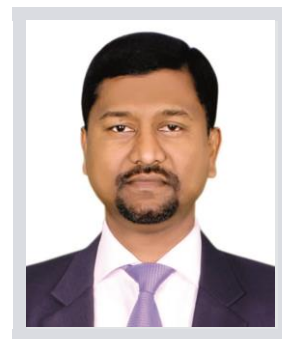


ABU ZAKIR AHMED ACS

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Career Objective:

To obtain a good position in an inspiring environment where I can utilize my skills and professional experience in handling secretarial, regulatory affairs, HR, and administrative tasks.

Career Summary:

- ❖ Working experience for more than 10 years as Company Secretary in the renowned publicly listed issuers (Company) in Dhaka and Chittagong Stock Exchanges - complying with company law requirements, share management, listing regulations, and BSEC compliances.
- ❖ Competency in the areas of Administration & HR as Head of a large manufacturing Company.
- ❖ Competency in the areas of Regulatory Affairs including setting up a Joint Venture Company, private Hi-Tech Park, and Private Economic Zone.
- ❖ Competency in the areas of Billing, Accounts, and Finance as Manager of a large international transportation Company.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas. Year	Duration	Achievement
Master of Public Administration (MPA)	Human Resource Management	University of Dhaka	Appeared	2023	Two years	-
Post-Graduate Diploma in Financial Management	Finance	Bangladesh Institute of Management (BIM), Dhaka	CGPA 2.58 out of 4.00	2013	One year	
Chartered Secretary	Commerce	Institute of Chartered Secretaries of Bangladesh (ICSB). Dhaka.	Qualified	2012	Two and half years	Associate Member of the Institute
Master of Business Administration (MBA)	Marketing	Southeast University	CGPA 3.17 out of 4.00	2006	Two years	
Master of Commerce (M.Com)	Management	Bangladesh National University	Second Class	1998	Two years	-

Employment History:

Total Year of Experience : 29.5 yrs

1. General Manager, Company Secretary, and Head of Admin (0.5 yr)
(August, 2023 - Continuing)

Sonargaon Textiles Limited, a renowned publicly listed issuer and other concerns of the Khansons Group located at Kawrwan Bazar, Dhaka

Duties/Responsibilities

- Acting as the Company Secretary of the company complying with the listing regulations and Corporate Governance guidelines issued by the regulatory authorities.
- Acting as the Head of Admin of Khansons Group.
- Handling legal and regulatory matters on behalf of the Company.
- Acting as the Head of Admin & HR of the factory of Sonargaon Textiles Ltd. & Khansons Textiles Ltd.

2. Deputy General Manager (1.8 yrs)
(December, 2021 - August, 2023)

Fair Electronics Ltd. (Samsung Bangladesh)
Banani, Dhaka

Duties/Responsibilities

- Acted as the group's Company Secretary and Head of Regulatory Affairs.
- Contributed to conducting compliance for IPO procedures.
- Contributed to raise funds through the issuance of Preference Shares of the Company.
- Contributed to the Internal Audit process.

3. Company Secretary (9.4 yrs)
(August, 2013 - December, 2022)

Nitol Niloy Group. Sole distributor and J.V. partner of TATA Motors and Hero Motorcycle in BD
71, Mohakhali, Dhaka-1212

Duties/Responsibilities

- Organize Board Meetings, keeping minutes of the meeting and ensuring implementation of Board decisions.
- Dealing with matters relating to compliance with corporate laws, registrar of joint stock companies, Securities and exchange commissions, Board of Investment.
- Company formation, registration, and submission of return to the Register of Joint Stock Company as per company law.
- Liaison with the Auditor and lawyer and corresponding with Trade bodies and chambers as and when required.
- Prepare Annual Reports and Organize Annual General Meetings (AGM) prepare and send notices, take minutes, and maintain minutes of Board Meetings.
- Advise and assist the members of the Board concerning their duties and responsibilities as Directors and compliance with their obligations under the Companies Act, Stock Exchange requirements, and issues on corporate governance.
- Act as a channel of communication and information to executive and non-executive directors.
- Ensure that the board's decisions are properly implemented and communicated by assisting in implementing corporate strategies and policies.
- Ensure proper compliance with all relevant statutory and regulatory requirements.
- Developing and overseeing the systems that ensure the company complies with all legal and statutory requirements.
- Complying with the compliance of Bangladesh Bank, Securities and Exchange Commission (SEC), and Board of Investment (BOI).
- To assist Directors and Divisional Heads of Nitol-Niloy Group in formulating policies and compliances. Communicate with Legal Counsel to get up-to-date statutory issues regarding the Company. Update on accounts department output.

4. Head of Revenue Operations & Manager Finance & Accounts (18.7 yrs)
(December, 1994 - July, 2013)

FedEx GSP Bangladesh

House # 16, Road # 10A, Block # H, Banani, Dhaka-1

Duties/Responsibilities

- Acted as the Head of Revenue Operations of the company.
- Maintenance of Books of accounts and day-to-day accounting functions.
- Preparation of Trial Balance, finalization of books of accounts, and coordination & liaison with auditors.
- Preparing staff payroll every month.
- Liaises with commercial Bank and Central Bank for inward and outward remittance transactions process.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Proficiency in English Language	Certificate for English Proficiency	North South University, Dhaka	Bangladesh	Dhaka	2008	15-3-08 to 30-05-08
Effective Business Correspondence		Independent University Bangladesh (IUB)	Bangladesh	Dhaka	March 30, 2003	June 14, 2003

Career and Application Information:

Looking For : Top Level Job
Available For : Full Time
Present Salary : Tk. 1,35,000
Expected Salary : Tk. 1,70,000
Preferred Job Category : Company Affairs/ Regulatory Affairs/ HR/Admin/ Share Management
Preferred District : Dhaka

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details :

Father's Name : Abu Taher
Mother's Name : Rafia Begum
Date of Birth : April 20, 1973
Gender : Male
Height (Meter) : 1.73
Weight (Kg) : 78
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 2696402509412
Religion : Islam
Permanent Address : House 29, Road 12, Block C, Section 12, Mirpur, Dhaka-1216, Pallabi, Dhaka
Blood Group : O+