

# RESUME OF MOHAMMAD ALI

Address: House# 898, Ibrahimpur, Kafrul,  
Mirpur-14, Dhaka.  
Mobile No: 01314-760075  
Emergency Mobile No: 01305-853500  
Email : mohammadmali22331@gmail.com



## **Career Objective:**

To develop my career in demanding position in the field of Accounts & Finance & related control system, having career advancement opportunities in plausible organization where I can integrate my knowledge and skills to add value to that organization.

## **Career Summary:**

- CA-CC, MBA, BBA (Accounting)
- Skill of Financial Audit (Statutory, External and Internal audit)
- Skill of Financial, Administrative and Procurement
- Work experience in Accounts, Auditing, Budgeting, Internal Control and Inventory and Fixed Asset Management with best organizational practices
- Excellent Academic background with Computer skill including different software
- Outstanding knowledge an accounting, reporting, administration and procurement

## **Special Qualification:**

CA-CC, Passed certificate level (550 marks) of Chartered Accountancy (CA) degree under The ICAB.  
Fields of Specialization working Experience on Financial Reporting, Accounting Software.  
Three years working Experience on Accounts & Audit.

## **Employment History:**

**Total Year of Experience :** 4.2 Year(s)

### **1. Assistant Manager (November 1, 2020 - Continuing)**

#### **Falcon Security Limited (FSL)**

Company Location: House no: 155, Road No: 03, New DOHS, Mohakhali, Dhaka-1206.

Department: Finance & Accounts

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

- To prepare & reports of Monthly, Quarterly, Semi-Annual and Annual receipts & payment statements.
- Preparing monthly Clients/Party bill, monitoring the check and maintaining of various Vouchers (e.g. received vouchers, payment vouchers, journal voucher etc.), salary and wages sheets.
- To prepare of Monthly, Quarterly, Semi-Annual and Annual financial statement (balance sheet, income statements and cash flow statements) as per IFRS.
- Preparing monthly reports on accounts receivable, payable & advances and present it to the management.
- Maintaining of cash book, bank book, bill register, general ledger & different registers related to Finance & Accounts.
- Follow-up banking transactions and ensure preparation of monthly bank reconciliation statement properly and complete the necessary entries.
- Follow up and monitor Petty cash operation and ensure proper maintenance of petty cash.

- Yearly Income TAX returns, Monthly VAT returns and other returns as per the requirement of tax authorities works, prepared supporting all documents for return submission (for Companies).
- To handling internal audits and to face yearly audits by the external auditors.
- Review of budget & expenditure.
- Banking transaction.
- Perform any other duties assigned by the management time to time.

## 2. **Executive Officer - Audit ( February 12, 2020 - October 30, 2020)**

### **Solar Electro Bangladesh Limited**

Company Location: House No #7, Road No # 54/A, Gulshan -2, Dhaka-1212.  
Department: Internal Audit

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

- Preparing detailed audit plan, program and methodology of Accounting and auditing services.
- Assessment and evaluation of internal control system of the client, to deal and discuss with top management of the client on various issues i.e. operational & financial procedure etc.
- Preparation and finalization of audit and investigation report on Financial Statements along with analyzing financial indicators and issuance of Management letter.
- Advising and Assist in preparation of Financial Statements in accordance with the applicable rules and regulations and other general procedure.
- Accounts preparation of the listed companies, Public limited company, and Private limited company, Bank & the Financial Institution and NGOs.
- Other accounting/finance related works.
- Examining the books of accounts and returns in supported by sufficient and relevant evidence.
- Examining inventory records with physical stock count and Fixed Assets Accounts and register with physical verification.
- Delivering results and meeting client expectations.
- Analysing and presenting recommendations.

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	
Master of Business Administration (MBA)	Accounting	National University	CGPA:3.22 out of 4.00	2015	1	Better Knowledge about Financial & Cost Accounting.
Bachelor of Business Administration (BBA)	Accounting	National University	CGPA:3.00 out of 4.00	2014	4	Improve academic knowledge.
Higher Secondary Certificate (HSC)	Business Studies	Mrige Shahid Dianat College	CGPA:3.30 out of 5.00	2010	2	Good
Secondary School Certificate (SSC)	Business Studies	Mrigi High School	CGPA:3.63 out of 5.00	2008	-	Good

#### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Tally ERP-9 Software	Accounting Software	Business Software Solutions Limited	Bangladesh	56, Purana Paltan, Sakh Center, Dhaka 1000.	2019	2 months
LGSP	Local Government Empowerment	Local Government Supporting Project (LGD)	Bangladesh	ICAB, Academic Campus, Dhaka.	2018	7 Days

#### **Professional Qualification:**

Certification	Institute	Location	From	To
CA (CC)	Amal & Leena Chartered Accountants	Razzak Plaza (6th Floor), Moghbazar, Dhaka-1217	December 28, 2016	December 27, 2019

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : Md. A. Khaleque  
 Mother's Name : Sabina Easmin  
 Date of Birth : May 20, 1993  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 National Id No. : 9131698301  
 Religion : Islam  
 Permanent Address : Borokalkolia, Mirgi Bazar, Kalukhali, Rajbari  
 Current Location : Dhaka  
 Blood Group : B+

#### **Reference (s):**


##### **Reference: 01**

Name : **Amal Krishna Das FCA**  
 Organization : Amal & Leena Chartered Accountants  
 Designation : Partner  
 Address : Razzak Plaza (6th Floor) 383, Tongi Diversion Road, Moghbazar, Dhaka-1217  
 Mobile : +8801715-969815  
 E-Mail : dasamalleena@gmail.com  
 Relation : Professional

##### **Reference: 02**

**Leena Razzaque FCA**  
 Amal & Leena Chartered Accountants  
 Partner  
 Razzak Plaza (6th Floor) 383, Tongi Diversion Road, Moghbazar, Dhaka-1217  
 +8801715-034024  
 leenarazzaque@hotmail.com  
 Professional

I, the undersigned declare that the information specified in this Resume is true to the best of my belief and knowledge and correctly describes my experience and myself.



**(Mohammad Ali)**