

Shaikh Ferdous AFA, ACGA, CA (CC), ACCA (Finalist), MPA (DU)



📍 Bashundhara R/A, House#519, Road#01, Block#D,
1229 Dhaka, Bangladesh

✉ s.ferdou@gmail.com

☎ 01719100063, 01511100063 📅 10/06/1982

🇬🇧 Bangladeshi 🏠 Married 👤 Shaikh Ferdous

🗣️ Training & Workshops Experience

Training on New VAT & SD ACT - 2012

Business Development Company (BDC)

Certificate Course on Banking & Commercial LC,
Institute of Professional Development Programs (IPDP Training)

Training on Business development,
Bombay Sweets & Company Ltd.

Technical workshop on Practical works,
Bombay Sweets & Co. Ltd.

Training on Tax & VAT,
Bangladesh Agro Processing Association (BAPA)

Technical workshop on Accounts presentation,
S. F. Ahmed & Co., Chartered Accountants

Technical workshop on Public Procurement Rules 2008,
S. F. Ahmed & Co. Chartered Accountants

Training On Financial Management System Conducted,
S. F. Ahmed & Co. Chartered Accountants

Advance Excels, *Youth Development Center, Khulna.*

🎯 Career Objective

Highly focused and meticulous Accountant with an excellent employment record of about 10 years plus of diversified and challenging experience in Financial Management, Strategic Planning, Supply Chain Management, Budgeting, Forecasting, Taxation, Accounting & Reporting, Accounting System Designing, Auditing & Compliance and Financial Consulting Services.

👔 Professional Experience

Manager-Audit & Assurance Service and Business Development,

MMH & Co, Chartered Accountants
09/2020–present | Dhaka, Bangladesh

Job Responsibilities:

- Supervising work of different Audit Teams
- Corresponding with clients
- Preparation of Audit Report and reviewing Financial Statements
- Preparation of Management Report
- Reporting to the Partner

🏭 Production process reviewer & cost audit of

Deshbandhu Food & Beverage Ltd
Deshbandhu Polymer Limited
Deshbandhu Packaging Limited
Deshbandhu Consumer & Agro
Products Ltd

🏭 Bengal FlexiPak Limited

**Senior Manager- Accounts & Finance, Bombay Agro
Limited (A Sister concern of Bombay Sweets Group)**
07/2012 – 08/2020 | Dhaka, Bangladesh

Job Responsibility:

- Prepared annual budget and roll forward budget for the company
- Prepared budget variance and scrutinized factors for variances
- Prepared different types of accounts for external audit report purpose
- Performed monthly & quarterly financial reporting as per regional guidelines
- Prepared annual financial plan and managed working capital regularly
- Ensure VAT and Tax compliance
- Monitored receivable Collections
- Reviewed monthly bank reconciliations statements and ensured accuracy
- Liaison with the bank for banking transactions and other related matters
- Overseen various types of ad-hoc basis tasks as and when required
- Work 6 years as a focal person & Project implementer USAID Funded project like AVC, RDC, etc.

**Manager- Accounts & Finance, Bombay Agro Limited (A
Sister concern of Bombay Sweets Group)**
05/2011 – 06/2012 | Dhaka, Bangladesh

Job Responsibility:

- Prepared financial statements as per respective rules comply
- Ensured accurate accounting and recording of financial transactions in the accounting software
- Managed treasury functions and ensured efficient fund management
- Prepared monthly financial reports according to parent company's instructions
- Ensured Tax and VAT compliance by the company on a regular basis
- Prepared monthly and yearly budget and analyzed budget variances
- Prepared and reviewed financial models based on strategic assumptions
- Performed financial performance analysis on a regular basis



Skills

Auditing & Assurance	<div></div>
Accounting	<div></div>
Financial Advisory	<div></div>
ERP software- IFS & Tally	<div></div>
Business Process Analysis	<div></div>
TAX - VAT	<div></div>
Supply Chain Management	<div></div>
Microsoft Excel	<div></div>
QuickBooks	<div></div>
Production Process Development	<div></div>
Commercial	<div></div>
MS Office	<div></div>
Marketing	<div></div>
Time Management	<div></div>
Management Consulting	<div></div>
Leadership	<div></div>
Quick-learner	<div></div>
Communication	<div></div>
Self-motivated	<div></div>
Hard-worker	<div></div>
Team Work	<div></div>
Strategic Planning	<div></div>
Interpersonal	<div></div>



Languages

English	<div></div>
Bangla	<div></div>



References

Sk. Aminul Islam FCA, Manager – Tax & Advisory Service,
Rahaman Rahaman Huq, Chartered Accountants
01748-319509

Mizanur Rahaman Sarker, Executive Director (Finance),
Ashugonj Power Station Company Limited
01711594958

Assistant Manager- Audit, S. F. Ahmed & Co., Chartered
Accountants & Management Consultants
11/2010 – 04/2011

Job Responsibilities:

- Supervising work of different Audit Teams
- Corresponding with clients
- Preparation of Audit Report and reviewing Financial Statements
- Preparation of Management Report
- Reporting to the Manager



Professional & Educational Background

CA (C.C), ICAB

2007 – 2010 | Dhaka, Bangladesh
Knowledge Level Partly Qualified.
Firm: S. F. Ahmed & Co., Chartered
Accountants Principle: Sayed Fazle Ali
ID:15051/2007
Course Completed on 16 November 2010

ACGA, The Institute of Certified General Accountants of
Bangladesh

Associate Member

Member No: A-824

AFA, Institute of Financial Accountants, UK

Associate Member

Member No. IPA30100

MIPA, Institute of Public Accountants, Australia

Associate Member

Member No. IPA301001

ACCA, UK, Association of Chartered Certified Accountants
Finalist

MPA, University of Dhaka

Dhaka, Bangladesh

Appeared

Department of Accounting & Information Systems Masters
of Professional Accounting (MPA)

ITP, National Board of Revenue (NBR), Bangladesh

Dhaka, Bangladesh

Reg. No.: 5131/2017

M.Com, Govt. Azam Khan Commerce College, Khulna, National
University

Dep: Accounting

Result: Second Division

B.Com (Hons), Govt. Azam Khan Commerce College, Khulna
National University

Dep: Accounting

Result: Second Division



Declaration

I, Shaikh Ferdous, hereby declare that the Information
contained here is true and correct to the best of my
knowledge and belief.

Shaikh Ferdous