

Resume of

Al-Amin

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Career Objective

To learn, obtain and apply such knowledge, skills and expertise which will help organization to grow, improve its performance, increase profitability and ultimately gain sustainable competitive advantage.

Working Experience

1. **Pathao Limited** (January 2018 to Present)

Assistant Manager-Accounts & Finance (January 2020 to Present)

Senior Executive-Accounts & Finance (January 2018 to December 2019)

- Preparation of the expense reports for the Pathao courier operation (FFM)
- Performing the cost and other ad-hoc financial analysis of FFM
- Monitor the reconciliation of the collected cash on delivery (CoD) to make sure all the CoD has been deposited from the delivery agents into the bank/MFS accounts duly
- Monitoring the commission preparation of the delivery agents
- Monitoring the cash management to ensure the smooth courier operation
- Monitoring the invoice submission and collection of the post-paid merchants
- Booking journal entries of the rides payment
- Processing and disbursing of the riders and food-man payment
- Performing reconciliation for the balance account
- **Project- Developing Fulfillment Financial Dashboard (FFD):** This will give the integrated analytical reports of all the financial matters of the Pathao courier to help the business leads to take all the operational, managerial and strategic business decisions.

2. **A. K. Taj Group** (April 2017 to December 2017)

Manager-Accounts & Inventory

- Manage and oversee the daily operation of the accounting department
- Monitor and analysis accounting data and produce financial reports
- Establish and enforce proper **financial controlling**
- Ensure regular inventory audits
- **Project:** setup and make **Tally ERP 9** fully functional for all the entities (includes both the **Inventory and Accounting** module for one entity)

3. **Accenture Communications Infrastructure Solutions Ltd** (September 2014 to March 2017)

Associate-Finance & Accounting-Business Process Outsourcing (BPO)

- Controlling team (**financial controller**, mobile and business division, of Telenor Norge AS):
 - Monitoring, controlling and rectifying the wrongly booked entries
 - Analysis of revenue & cogs and **explaining** the reasons for the deviation and movement
 - Preparation of different **managerial accounting reports**, e.g. revenue and costs movement of the products

- General ledger (GL) team (client- different business entities of Telenor Group):
 - Posting different journals by using different tools in Oracle
 - Perform GL & AP book Closing with other **month end closing** activities in Oracle
 - **Reconciliation** of MMP and sub-system with GL book
 - Explain, advise and solving different GL queries and issues from different teams

4. The Ibn Sina Diagnostic Center Lalbagh Limited (ISDCL) (August 2013 to December 2013)
Accounts Officer

- Making journal entries in accounting software and proper documentation with approval
- Processing and disbursing bills from the vendors, payroll, and doctors' consultancy
- Preparation of monthly **financial and managerial** accounting reports – P&L and budgets; and indoor doctors' contributions and discounts etc
- Managing of cash to run a smooth operation

Scholastic Status

- **Advanced Diploma in Management Accounting** certificate from **Chartered Institute of Management Accountants (CIMA) (through CMGA)**, July 2013.
- **MBA & BBA, Finance & Banking**, 3.92/4 and 3.83/4 respectively, International Islamic University Chittagong (IIUC), 2007-2011.
- **HSC & SSC, Humanities**, 3.20/5 and 2.69/5 respectively, Dhaka Board, 2004-2006.

Computer Skill and Knowledge on Accounting Software

- **Advance Excel** (IF funtion, index-match, vlookup, pivot table etc)
- **Tally ERP 9**: Operational knowledge over both accounting and inventory functions.
- **Oracle**: Basic knowledge about GL module.

Personal Detail

Father's Name	: Md. Amir Hossain	Mother's Name	: Musha. Shahar Banu
Date of Birth	: September 7,1989	Marital Status	: Married
Religion	: Islam	Permanent Address	: H#63, R#5, W#4, West Barisur,
Nationality	: Bangladeshi		Kalindi, Keraniganj,Dhaka-1310

Reference

1. Iftekhar-ul-Islam, AFA MIPA
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2. Muhammad Khatibur Rahman, FCA
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