



MD. REZAUR RAHMAN

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Address: 76, Begum Bazar, P.O: Chawk Bazar, Dhaka, Bangladesh

☐ Internal Audit & Inspection ☐ Finance & Accounts Review ☐ Risk Management ☐ Compliance

More than four years working expertise with a significant ability to identify Financial Account Analysis, action-driven plans to support for financial compliance management, internal audit and risk assessment.

CAREER OBJECTIVE

Intend to work in entry level position in Audit & Risk Management in any industry to explore and utilize my first-rate experience and skills, effectively lead a team, achieve and exceed expected sustainable result for a company/business.

CAREER OVERVIEW

- Performance-oriented professional with comprehensive knowledge in risk management, management control and internal audit planning financial account Analysis, SOP preparation for various departments.
- A successful record of developing and customized financial audit strategies, and solutions to meet the needs of audit team and able to diagnose and generate audit report to economic stability for smooth business operations.
- Excellent communication and leadership skills, able to multitask and set priorities to maximize potential in a rapidly evolving work environment.

- **Software Knowledge:** SAP, Tally ERP9, IMS, XERO
- **Computer Skills:** MS Office suite including MS Word, Excel, Power Point, Outlook, Internet.
- **Language Skills:** Bangla (Native), English.
- **Membership:** Member of " **The Institute of Internal Auditors (IIA).**"

AREA OF EXPERTISE

- Financial Auditing
- Operational Auditing
- VAT & Tax, Cost Analysis
- Team Leadership Management
- Strategic Planning & Execution
- Data Analysis & Fraud Examine
- Financial Account analysis
- Risk Assessment & Mitigation
- Financial Process Improvement
- Integrated Fiduciary Review
- Strong Interpersonal Skills
- Comprehensive Need Analysis

CORE ACCOMPLISHMENTS

- *Trusted relationships and creditability* at all levels especially with Head of Departments (HOD).
- *Identify accounting, financial statement, and reporting issues*, based on professional guidelines including Bangladesh audit rules, GAAP and IFRS.
- *Audit plan, execution, presentation and communication* based on enterprise risk assessment and risk-based methodology.
- *Collaborative business partnerships to strength controls*, optimize system investments, gain operational efficiencies, and provide visibility to local factory operations.
- *Proficient at analyzing audit issues and operating weaknesses* as well as working with stakeholders to efficiently and effectively address them to the management for direct action.

PROFESSIONAL EXPERIENCE & BUSINESS VALUES

Assistant Manager- Internal Audit
Senior Executive- Internal Audit
Continental Motors

From 1st Jan, 2021 to till now.
From 9th June, 2019 to 31st Dec, 2020.

Intend to work senior position in Internal Audit in Automotive industry to explore and utilize my first-rate experience and skills, effectively lead a team, achieve and exceed expected sustainable result for a company/business.

KEY ACHIEVEMENTS

- Successfully review and analysis of Pre-Audit bill, Vouchers on daily basis. (i.e. approval matrix according to SOP with relevant Supporting Copy.)
- Comprehensive Workshop Audit in quarterly basis (Accounts & Finance, Inventory, Store, and Purchase & Procurement) and given flow chart to all concern head and directly Audit report to MD/Chairman.
- Prepares monthly/quarterly/yearly/surprise Inventory Audit report for Continental Works Ltd, Continental Motors, Asian Imports Ltd, Asian Petroleum Ltd, Vulcan Lifestyle, Kawasaki Service Center, Pirelli Bangladesh, Japan Parts and share with Management and MD.
- Regular follow up Purchase and procurement during purchasing and give notes if any Audit findings.
- Physical visit to market according to supply chain price quotation related to purchase and procurement.
- Physical visit to market for verify dealer point sales person's incentive, commission and dealer point free product.
- Review of monthly accounts receivable audit party wise according to ledger and software.
- Regular follow-up Accounts & Finance department related to compliance issue.
- Prepare quarterly comprehensive Post Audit (All Department) report for all sister Concern (Asian Motorbikes Ltd, Asian Imports Ltd, SK Japan & Japan Export Ltd, Asian Petroleum Ltd etc) and shared with Concern, Management & MD.
- Extensive quarterly review of Kawasaki Bangladesh, Continental Motors and Continental Works Post Audit bill (i.e; Supporting, Approval, TDS & VDS copy etc) .
- Prepare monthly Salary audit, petty cash audit, sales performance audit, sales person's receivable audit and cash counting audit according to SOP and policy.
- Successful prepares of monthly Pre-Audit Report and share with MD, Director & Concern.

Executive- Internal Audit Super Star Group (SSG)

From 3rd Dec, 2017 to 3rd June,2019.

Recruited to developed, performed the full audit cycle including risk management and cost control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.

PROFESSIONAL EXPERIENCE & BUSINESS VALUES (Cont'd)

KEY ACHIEVEMENTS:

- Successfully review and analysis of Pre-Audit bill, Vouchers on daily basis.(i.e. approval matrix according to SOP with relevant Supporting Copy.)
- Extensively examine and evaluate of Post Audit Bill, Vouchers on quarterly basis. (i.e. Reconcile Purchase Order, GRN, MRP, Release strategy, Payment process & Relevant Supporting Copy with SAP Vendor ledger, Vendor Statement, Display document, etc.)
- Comprehensively Prepare workings & Post Audit Report by checking Provisional & Payment with SAP according to Accounting Principle & Checking adjustment if advance, approval Matrix, VAT, TDS Calculation for including VAT, reconcile with VAT Challan if excluding VAT, Cash counting Audit (Reconcile with H/O Cash).
- Broadly review of Bank Reconciliation Statement with Bank statement. (i.e. checking opening balance, closing balance, bank charge etc with SAP Financial Statement, Ledger & Current Asset.)
- Provide recommendations for business and process improvement based upon knowledge.

- Successfully Review of Stock Count, Factory Inventory Audit, Distribution Closing, Depot Audit, Market Audit & Physical visit to Sales receivable Project operation for solid inspection.
- Effectively Prepare workings report by Reviewed of Pre-Audit Sales incentive, return, Lifting, target, organogram etc with IMS & SAP. Also making Post Audit Cost Analysis Workings.

Internship, Finance-Credit

from 2nd May, 2017 to 31st July, 2017.

ACI Limited

ACI Limited is a one of the leading Group of Company. They have more than thirty sister concerns. It is a reputed public Limited Company. After my all courses completed in BBA, I worked ACI as an Intern in Finance-Credit Department for three months.

- Database entry for all credit Customer
- Prepare documentation checklist
- Telephone verification for all credit customer

PROFESSIONAL QUALIFICATION

Certified Internal Auditor (CIA) Obtained by "The Institute of Internal Auditors (IIA)."

Part-1 Essential of Internal Auditing (On process)

EDUCATIONAL ATTAINMENT

Bachelor Business Administration:
Major & Minor: **Accounting & Finance**

Independent University, Bangladesh (IUB).
CGPA: 2.68 out of 4, Year: 2013-17

Higher Secondary Certificate:
Group: **Commerce (Dhaka Board)**

Dhaka Imperial College, Dhaka.
GPA: 4.80 out of 5, Year: 2012

Secondary School Certificate:
Group: **Commerce (Dhaka Board)**

Ahmed Bawany Academy School & College.
GPA: 4.13 out of 5, Year: 2010

PROFESSIONAL TRAINING & DEVELOPMENT

- **"A/P Process Flow (SAP Support-FICO)"** Organized by **Super Star Group.**

ADDITIONAL INFORMATION

- **Personal Information:**
Father-Md. Shamsur Rahman (**Retired Govt. Audit Super**) || Mother-Razia Rahman || Home Town-Dhaka, || Nationality: Bangladeshi by birth || Family Members: Two brothers and a one sister || Marital Status: Married
- **Present Address:**
505/1, Mogbazar, Noyatola Chairmangoli, Dhaka.
- **Permanent Address:**
76, Begum Bazar, P.O: Chawkbazar, Dhaka.
- **Interests:** Enjoy listening Song, playing football, travelling.

REFERENCES

Mr. Masudul Haque MBA, ACS, LLB
Assistant General Manager and Head of
Group Internal Audit, **Amber Group**
Cell: +8801913625581

► Mr. Shamim Ahmed
Country Manager, **NEC Money Transfer Limited.**
Cell: +8801675883255

DECLARATION

"I certify that all information stated in this resume is true and complete to the best of my knowledge, Skills & Experience."



(Md. Rezaur Rahman)