

# Mohammad Mostafizur Rahman Sherazee

## CA-CC, M. Com, LL. B, ITP, VAT Course

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### ❖ Objective

To build a long-term career in an undertaking that offers me a stable and conducive atmosphere and where I can use my professional knowledge and skills in the best possible ways for Company wealth and achieving the ultimate goals.

### ❖ Career Summary

I have last 19 years working experience in **Group of Company, Garments (RMG & Sweater), Manufacturing (Local Sales & Export), Real Estate, Spinning Mill, Food Products, Pharmaceutical, Trading(Import & Local Sales), Export & Import, Hospital & Medical Institutes** in **Accounts, Finance, SCM, Production, Admin, HR & Compliance department** deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

### ❖ Skills and Core Proficiencies

#### Skills:

- Accounts, Finance, Production, Admin, HR & Compliance Work
- Lead and Supervise Finance & Accounts Team.
- Internal Audit
- Financial Accounting & Reporting ( IFRS Based)
- General Accounting & Reporting
- Management Reporting
- Cash Flow & Cash Management
- Investment, Risk Management & ROI
- Competitive Advantage Analysis
- New Project Analysis
- Bank Reconciliation
- Management Information System (MIS)
- Supply Chain Management (SCM)
- Cost Control
- Product Costing & Batch Costing
- Business Development and Profit Increase Policy
- VAT & TAX Planning
- Handling VAT & TAX Authorities
- Monitoring Accounts Payable & Receivable
- Credit Control
- Liaise with Bank, Leasing Company & Vendors
- Import & Export L/C Related Accounts
- Control OPEX & CAPEX

#### Software

- Accounting Package Software : Billing, ERP, Troyee, **TALLY**
- Operating Systems: Windows – 2013
- Program: Microsoft Office-2016, Word, XL , Chart & Others , Outlook, Email

## 1. Dhaly Group

### DGM

**Department:** Accounts, Finance & SCM

**Job tenure:** 1<sup>st</sup> January, 2019 – Continue

**Job Description:**

- Providing Leadership & Direction of the Finance & Accounts team of the Group of Company.
- **Oversee Dhaly Construction, Delcon, Marwa Kabab & Restaurant.**
- All kind of Support to Executive Director (Finance & SCM)
- Supply Chain Management (SCM)
- Meeting with Corp. Supplier
- Project Cost Analysis
- Project wise total cost & Profit Analysis
- Project Material supply analysis with Budget of QTY (BOQ)
- Project Wise Bill Received & Work in Progress
- Mega Project Visit
- Monitoring Timely all Revenue, Payment, Party Bill, Party Payment, Loan posting in Software
- Monitoring all kind of Vendor payment
- Monitoring all Local L/C Payment, Local Differed L/C Payment
- Monitoring Import L/C related work & Post necessary Journal in Troyee Software.
- Monthly Financial planning
- Weekly Cash Flow & Fund Management
- Preparing Dhaly Construction Quarterly & Yearly Financial Reporting (IFRS Based)
- Preparing Others Company Monthly & Yearly Financial Reporting (IFRS Based)
- Internal audits & Internal Control
- Group Credit Control (A/R & A/P)
- Monitoring All Kind of Loan Liability
- Liaising with Bank & Leasing Company.
- Necessary adjustment journal in Troyee software
- Preparing necessary Management Information Report (MIS)
- Handling VAT & TAX Authorities.

## 2. Jashim Group

### DGM

**Department:** Accounts & Finance

**Job tenure:** 1<sup>st</sup> January, 2018– 31<sup>st</sup> December, 2018

**Job Description:**

- Review & Develop process, Policy & Strategy of Finance & Accounting system of the Group of Company.
- Providing Leadership & Direction of the Finance & Accounts team of the Group of Company.
- Check daily Group financial statement
- Controls Monthly Purchase requirement expenses
- Controls of OPEX & CAPEX
- Monitoring all kind of Vendor payment

- Monthly Financial planning
- Cash Flow & Fund Management
- Preparing Monthly & Yearly Financial Reporting (IFRS Based)
- Internal audits & Internal Control
- Group Credit Control (A/R & A/P)
- Project wise total cost & Profit Analysis
- Return on Investment (ROI)
- Monitoring All Kind of Loan (Long Term, Short Term Bank & Leasing Loan)
- Monitoring LTR & EDF Loan Liability
- Liaise with Customer, suppliers, C & F and other companies
- Liaising with Bank & Leasing Company.
- Monitoring Import & Export L/C related work & Post necessary Journal in Tally Software.
- Necessary adjustment journal in Tally software
- Preparing necessary Management Information Report (MIS)
- Handling VAT & TAX Authorities.

### 3. Trauma Center Pvt. Ltd.

#### **Chief Accountant & Chief Operations Officer**

**Department:** Accounts, Finance & Admin, HR, Compliance

**Job tenure:** 1<sup>st</sup> April, 2010 – 31<sup>st</sup> December, 2017

#### **Job Description:**

- Accounts, Finance, Production, Admin, HR & Compliance Work
- **Oversee Hospital , Pharmaceutical & Medical Institutes**
- Preparing monthly & yearly Receipts & Payment statement
- Preparing Monthly & Yearly Financial Report
- Marketing team target fixed & Achievement forecasting Monthly Meeting
- Business Development and Profit Increase Policy
- Product Costing & Batch Costing
- Liaising with Pharmaceutical Depot
- Maintaining All Stock Report & Purchase Planning
- Maintaining Pharmaceutical VAT Current Account & Return
- Maintaining records of daily financial transaction statement
- Preparing Daily Receipts & Payment Statement
- Checking and verified of daily cash & bank voucher
- Checking and verified monthly salary Sheet
- Monitoring all kind of payments including Vendor payment
- Monthly Financial planning & cash management
- Monthly bank reconciliation.
- Internal audits
- Credit Control
- Preparing financial statement
- Credit & Vendor Payment Control
- Cash Flow & Cash Management.
- New Project Investment Analysis, Risk Management & ROI
- Import L/C Related all Work & Landing costing
- Monitoring All Kind of Loan (LTR, CC Loan, Long Term, Short Term Bank & Leasing Loan)
- Weekly & Monthly Meeting with Marketing Team about Monthly Target & Achievement.

- Liaise with Customer, suppliers, bankers & other companies
- Necessary adjustment journal in Accounting software
- Preparing Management Information System (MIS)
- Income Tax & VAT related work

## 4. Global Brand Pvt. Ltd.

### Manager

**Department:** Accounts & Finance

**Job tenure:** 1<sup>st</sup> April, 2008 – 31<sup>st</sup> March, 2010

#### Job Description:

- Checking and verification of daily cash & bank voucher
- Preparing Daily Receipts & Payment Statement
- Monitoring all kind of payments including vendor payment
- Monthly bank reconciliation
- Daily Cash Flow & Fund Management
- Branch Internal audits
- Physical inventory
- Credit Control
- Records all L/C & LTR Document.
- Preparing L/C & LTR Statement
- Import L/C Landing costing & Product Costing
- LTR Liability Adjustment & reconciliation.
- Liaise with Dealer, suppliers, bankers & other companies
- Necessary adjustment journal in Accounting software
- Preparing monthly & yearly Receipts & Payment statement, trial balance, P/L & Balance sheet.
- Preparing necessary statement as per management required (MIS)

## 5. Padma Group of Converters

### Assistant Manager

**Department:** Accounts & Finance

**Job tenure:** 16<sup>th</sup> June, 2004 – 31<sup>st</sup> March, 2008

#### Job Description:

- Padma Fashion Ltd.(RMG) Control Accounts , Admin, HR & Compliance
- Padma Fashion Ltd.(RMG) Control Production & Shipment Schedule
- Padma Cap & Padma Glass Ltd. Monthly & Yearly Accounts
- Preparing daily Receipts & Payment
- Check daily Inter Company Transfer
- Monthly bank reconciliation
- Daily Cash Flow & Cash Management
- Import L/C Landing Cost
- Controls of daily cash & Purchase expenses
- Internal Audits
- Physical Inventory
- Preparing Financial Statement
- Preparing L/C statement, Differed L/C & LTR statement

- Monitoring All Kind of Loan (CC Loan ,OD Loan & EDF Loan)
- Preparing of monthly & Yearly Trial balance, P/L & Balance sheet
- Credit control
- Liaise with Customer, suppliers , Bankers & Factory Office
- Posting Necessary adjustment Journal in Accounting Software
- Income tax related work
- Preparing necessary Management Information System (MIS)

## 6. Moni Group

### GM - Operations (RGR Sweater Factory)

**Department:** Accounts, Production, Admin, HR & Compliance

**Job tenure:** 1<sup>st</sup> May, 2001 – 10<sup>th</sup> June, 2004

#### Job Description:

- Accounts, Admin, Production, HR & Compliance Work
- Monitoring Shipment Schedule
- Monitoring Production Process & Report
- Monitoring Order Received to Shipment
- Handling Buyer QC
- Cost Control
- Liaising with Management, Worker, Supervisor & Department Head
- Preparing daily Receipts & Payment statement
- Monthly bank reconciliation
- Back to Back L/C Records
- Back to Back L/C Statement
- L/C wise Costing & Profit
- Necessary L/C Related Adjustment Journal posting in Accounting Software
- Preparing of monthly Receipts & Payment, Trial balance, P/L & Balance sheet
- Liaise with Vendor & bank.
- Sub contract Control & Credit Control
- Posting Necessary adjustment Journal in Accounting Software
- Preparing necessary statement as per management required (MIS)
- Check Monthly Salary & Overtime Sheet.

#### ❖ Professional Qualification

- **C.A - C.C : from ICAB (2001), Razzaque & Co. Chartered Accountants**
- **Income Tax Practitioner (ITP - 2017):** from National Board of Revenue (NBR)

#### ❖ Education

- **M.Com** - National University, 2nd Class (1997)
- **LL.B:** from Prime University, CGPA:3.69 out of 4 (2012)
- **B.Com** - National University, 2nd division (1995)
- **HSC** - Commerce , Tejgaon College, 1st Division (1993)
- **SSC** – Arts, M.D.C. Model Institute, 1st Division (1991)

## ❖ Training Course

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- VAT Certificate Course ( BDC )

## ❖ Member

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- Member of Dhaka Tax Bar Association (M01770)
- Member of BD Tax Lawyer's Association
- Member of BD VAT Adviser Association
- Member of Vat Tax Customs Professional Forum – VTCPF (D-106)
- Member of VAT School
- Member of Certified Revenue Accounts & Finance
- Member of Income Tax CA Student Association

## ❖ Personal Details

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Father's Name : Mohammad Khalad  
Mother's Name : Tahmina Begum  
Date of Birth : December 1, 1974  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 5542782213  
Religion : Islam  
Permanent Address : Do  
Current Location : Mirpur, Dhaka, Bangladesh



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**Mohammad Mostafizur Rahman Sherazee**