

Resume of
Rubayat Sadik, ACA (ICAB-KPMG-RRH),
MBA, BBA (Accounting & IS-University of
Dhaka)

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Career Objectives

To use my skills in the best possible ways for achieving the company's goals & also to prove myself as intellectual property for the organization through continuous value addition.

Area of Expertise

- *Preparation of different Financial & Management reports.*
- *SOP development & implementation to ensure good corporate governance.*
- *Expertise in Compliance audit.*
- *Expertise in Financial audit.*
- *Expertise in Investigative audit.*
- *Expertise in Operational audit.*
- *Expertise in Tax & VAT audit.*
- *Expertise in IT/ERP system audit.*
- *Expertise in Construction audit.*
- *Expertise in any kind of Pre & Post fact audit.*

Professional

- *Chartered Accountant*

Work Experience

Around Ten (10) years of working experience as Head of the Department (HoD) in the following Group:

Company: Anwar Group of Industries

- **Deputy General Manager-DGM & Head of Internal Audit & Compliance of Group**
(From August 2019-Till now)

Company: LG-Butterfly Group.

- **Assistant General Manager-AGM & Head of Internal Audit & Compliance of Group**
(From December 2017-August 2019)

Company: Duncan Brothers (BD) Ltd.

- **Senior Manager (Finance & Accounts)** (From August 2016-December 2017)

Company: Navana Pharmaceuticals Ltd.

- **Deputy Manager & Department Head- Audit**
(From January 2014-August 2016).

CA Firm: KPMG-Rahman Rahman Huq, Chartered Accountants.

- **Audit Assistant as Trainee & Supervisor**
(From April 2010-January 2014)

Professional Accreditation

Chartered Accountant (CA) qualified in 2016 under the Institute of Chartered Accountants of Bangladesh (ICAB) (Enroll. No. 1811)

Personal Skills

- *Special expertise in conducting risk-based audit that is issue identification, risk factor analysis, establishing safeguard & control, monitoring controls so that all risks are within tolerable limit.*
- *Good practical experience in analyzing financial information & SOP development for internal control for major units such as Finance, SCM, Sales & Credit, MIS, Legal & others.*
- *Working knowledge on International Financial Reporting Standards (IFRS), International Accounting Standards (IAS) & International Standards on Auditing (ISA).*
- *Familiar with Income Tax Ordinance & Rules 1984, VAT & SD Act & Rules-2012 & 2016, Customs Act 1969, Companies Act 1994, Bank Companies Act 1991, Non-Banking Financial Institutions Act 1993, Securities and Exchange Rules 1987, Labour law 2006, BSEC Act 1993, FRC Act 2015, CG Code 2018 and other related Business laws.*
- *Have practical experience regarding tax computation both for company and individual.*
- *Familiar with Finance & Accounting Manual, Fixed Assets Manual, Treasury Manual, HR Policy Manual, Sales & Purchase Manual, Supply Chain Management Manual, Internal Control Manual.*

Computer Skills

- *Microsoft Excel, Micro soft Power Point and Microsoft Office.*
- *Familiar with software such as ORACEL & SAP system.*

Achievements

- *Recipient of CEO's yearly award for outstanding performance.*

Major Assigned Clients in KPMG- Rahman Rahman Huq:

Audit & Assurance Services:

Bank and Financial Institutions:

- Bank Asia Limited
- Southeast Bank Limited
- Eastern Bank Limited
- IPDC Finance Limited
- IDLC Finance Limited

Manufacturing Organizations:

- Nestle Bangladesh Limited
- Marico Bangladesh Limited
- Bangladesh Lamps Limited
- Godrej Household Product Bangladesh Limited
- Berger Paints Bangladesh Ltd
- Singer Bangladesh Ltd
- Syngenta Bangladesh Ltd
- Transcom Electronics Ltd
- ACI Ltd

Service Organizations:

- Intertek Bangladesh Limited
- TUV SUD Bangladesh Limited
- Grameen Phone.
- REB
- PGCB
- DWASA

NGO's and others:

- Save the Children International
- Room to Read
- BRAC
- SMC

Tax, VAT and Advisory Services:

- Philip Morris India Services Limited
- Mustafa Mart Bangladesh
- Pacific Textile International Limited
- Syngenta Bangladesh Limited
- Unilever Bangladesh Limited

Commitment is Commitment:

- Professionalism
- Integrity

Academic

- **MBA**
CGPA 3.58 on scale of 4 in 2008
- **BBA**
CGPA 3.69 on scale of 4 in 2007
- **HSC**
*First Division in 2002 (757 marks)
- **SSC**
*First Division in 2000 (824 marks)

Contact Details

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Cell: +880-1757121456
E-mail: rubayatsadik@gmail.com

Personal Information

My References:

I. Mr. Jobayer Ahmed

Sub Division Engineer
Distribution
Power Grid Companies of Bangladesh
Engineering Institute Dhaka
Contact No: +88(017)08458205

Academic Qualification

- MBA major in Accounting & Information Systems, Faculty of Business Studies, **University of Dhaka**
- BBA major in Accounting & Information Systems, Faculty of Business Studies, **University of Dhaka**
- HSC in Business Studies from **Notre Dame Collage, Dhaka Board**
- SSC in Business Studies from Model Govt. High School, Dhaka Board

Name : Rubayat Sadik
Father's Name : Md. Saifuddin Ahmed
Mother's Name : Umme Habiba
Gender : Male
Marital Status : Married
Nationality : Bangladeshi by birth
Date of Birth : 5 February 1985
Height : 5'7''
Blood Group : B+ve
Religion : Islam (Sunni)
Permanent address: 222/1 Bangshal Road,
Dhaka-1100

II. Leftenan Cornwall Zafor Sadique

Commanding
Officer
Bogra Cantonment
Bangladesh Army
Contact No: +88(017)94346423

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



(Rubayat Sadik)