

MD. ISHTIAK AHMED

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**Objective:**

As a business professional with strong analytical and problem-solving skills, I have ability to quickly analyze problems and devise efficient solutions. I look forward to make the best use of the experience, business knowledge and leadership skill to pursue my career with hard work, innovativeness, situational leadership and offering opportunities to learn and grow up with the organization.

Working Experience: (Total Year of Experience 9.8+)**Present Job:**

Working as an **Assistant Manager (Business Plan)** in the Finance and Accounts team of **Nitol Motors Limited**, (Major SBU of Nitol-Niloy Group), Nitol Niloy Centre, 71 Mohakhali Commercial Area, Dhaka-1212.

Key responsibilities (Period: 17th August 2019 to Continue):

- Define, develop and implement effective business planning processes.
- Preparation of Monthly Financial Report & Performance (MIS) report.
- Compile Budget monthly & yearly segment/CID wise & present to top management.
- Analyze financial information to ensure all operations are within budget.
- Identify business problems and provide recommendations for improvements.
- Develop SOP to manage and maintain business operational and financial objectives.
- Suggest spending improvements that increase profits.
- Stock moving monitoring & Stock ordering analysis.
- Maintain in-depth knowledge of market dynamics such as competitor analysis, market share, demographic trends and growth projections.

Key Achievement:

- Implement **online/automation budget** system from 2019.
- Implement **online requisition system for CAPEX & Consumable Item**.
- Implement **Accrual basis** accounting recording system from Jan'20.

Previous Jobs:

Worked as an **Executive–Accounts (MIS & Budget)** in the Finance and Accounts team of **Rahimafrooz Distribution Limited**, (Major SBU of one of the leading groups, Rahimafrooz of Bangladesh) Globe Chamber, 104 Motijheel C/A, Dhaka from 1st September 2017. I had joined as an **Assistant Officer–Accounts** here on 1st August 2012.

Key responsibilities (Period: 1st February 2015 to 16th August 2019):

- Preparation of Annual Business Plan (Budget).
- Preparation of Monthly Financial Report & Performance (MIS) report.
- DLR Incentive & Trade promo policy assessment.
- Making financial plans and forecasts with cost controlling.
- Business project analysis, Break Even analysis & Feasibility report preparation.
- Co-ordinate in formulating new financial and budgetary system or policies when needed.
- Identify Low Margin Product and SKUs and Report it to Respective Product Manager.
- Report Preparation: Volume Report, GP Analysis, variance analysis, Dealer Price Compensation
- Give an opinion to managers on financial policies and control e.g. the costs and benefits of the entity.

Key responsibilities (Period: 1st August 2012 to 31st January 2015):

- Preparation of payment voucher, journal voucher.
- Income statement & Balance sheet review.
- Preparation of various schedules.
- Preparation of Bank reconciliation report.
- Preparation of intercompany reconciliation report.
- Preparation of Debit Note & Credit Note.
- Preparation of VAT current A/C Reconciliation Statement
- Adjustment of LTR & IP Loan & Bank charges
- Maintain Petty cash & Various bills Checking
- All entries for month closing

Key Achievement:

- Implement Automation **Budget System through Qlikview System.**
- Implement Automation Monthly **Financial Report (MIS) through Qlikview System.**
- Improved month end reporting time from **3 days to 1 day.**
- Provided online payment for IPS service bill & tour bill **through Rocket.**
- Implement Dealer Incentive calculation through Software.
- Settle Bank reconciliation unadjusted **TK 5.4 million.**
- Excess bank interest refund from bank **Tk. 0.23 million.**
- Reconciled VAT current A/C which was **2 years unreconciled.**

Previous Jobs:

Worked as a '**Program Organizer**' at Juba Unnayan Samaj Sheba Samity (JUSSS) from 5th April 2011 to 30th June 2012

Key Responsibilities:

- Maintain store, stock book, record keeping and reporting formats.
- Assist fixed asset recording.
- Experienced handling banking transactions, preparation of Bank reconciliation report.
- Maintain all books of accounts as Cash book, Ledger, Income & Expenditure Accounts.
- Maintain all procedures of procurement.
- Well familiar with policy and procedures like, administrative, procurement, HR manual /policy.

Internship:

I completed internship at Rahimafrooz Bangladesh Ltd. in accounts & finance department from 15th September 2010 to 31st march 2011.

Professional Qualification:**The Institute of Cost & Management Accountants of Bangladesh (ICMAB)**

Professional level – I (On study)

Complete – 700 out of 2000 marks

Academic Qualification:

- **Master of Business Administration (MBA)** American International University-Bangladesh (AIUB)
Major in Finance
Passed in 2013
CGPA- 3.55 out of 4
- **Bachelor of Business Administration (BBA)** American International University-Bangladesh (AIUB)
Major in Accounting & Finance
Passed in 2010
CGPA- 3.04 out of 4
- **Higher Secondary Certificate (Commerce)** Sarail College
Passed in 2006
CGPA- 4.40 out of 5
- **Secondary School Certificate (Commerce)** Kalikaccha PathShala High School
Passed in 2004
CGPA- 3.63 out of 5

Personal Information:

Father : Md. Shafiluddin
Mother : Mst. Nazma Begum
Date of birth : September 15, 1988
Present Address : H-148, R-8, West Goran, Khilgoan, Dhaka
Permanent Address : Vill: Golania, Po: Kalikacch, P.s: Sarail, Dist: Brahmanbaria
Religion : Islam

Computer Literacy:

Business management Software : Integrated Management Accounting System (IMAS).
: Basic user of QlikView (Business Intelligence) Software
Other Application Software : MS Office, MS Excel & PowerPoint.
Language Proficiency : Fluent both in Bangla and English in speaking and writing.

Other Activities:

- Organized cultural activities in school & college.
- Motivated and participated in relief operation during natural calamities.

References:**Subha Mohammad Al Amin FCMA**

Chief Financial Officer (CFO)
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