

# SHARIF AHMED NILOY

Address: House No. 90 Road 08 new old 15 Dhanmondi Dhaka 1209, Jigatala TSO,  
Dhanmondi, Dhaka 1209  
Primary Mobile No: 01710836283  
Secondary Mobile No :01715760923  
Primary Email: niloyahmedacca@gmail.com



## **Career Objective:**

To work as a part of dynamic team where there is an opportunity to make significant contribution to meet Country's priority development challenges and along with developing personal skills profile.

## **Career Summary:**

A highly motivated, result driven and well organized, adaptable and successful ACCA Partly Qualified from UK. with 5 Years of progressive experience in accounting, financial statements preparation, financial analysis, budgeting, various management reporting, payroll, vat & tax return submission, establishment of various policies & procedure, audit etc. I have wide range of knowledge & experience in comprehensive financial & corporate reporting complied with (IFRSs). A hardworking & confident individual having excellent speaking, listening, reading & writing ability in English language. I have advanced skill in Microsoft Excel; Such as VLOOKUPS HLOOKUPS. and Pivot tables. Also familiar with Microsoft Office Applications. (Microsoft Word, Power Point and Outlook). I want to derive all my skills, experiences, efficiency & knowledge through practice to make effective contribution in achieving both for an organization goal & self-contentment.

Currently seeking a challenging position within a company offering an opportunity for professional growth and career advancement and at the same time want to apply my diversified knowledge and experience as an asset in the growth of the organization.

## **Special Qualification:**

ACCA Partly Qualified from Association of Chartered Certified Accountant (ACCA UK)

## **Employment History:**

**Total Year of Experience:** 5.6 yrs.

### **1. Assistant Manager Finance & Accounts (0.9 yr)**

(January, 2022 - Continuing)

#### **CASA DECO A SISTER CONCERN OF INCREATION**

Level-4 AR Tower 24, kemal Ataturk Avenue Banani Dhaka-1213

#### **Area of Expertise.**

Finance & Accounts (5 yr), Operations (3 yr), Financial Planning Analysis (3 yr)

#### **Duties/Responsibilities**

Prepare Monthly Quarterly & Yearly Financial Statement.

Continuously monitoring and maintaining full accounting & financial database for efficient and transparent presentation of AIS & MIS on timely basis.

Monitoring of all voucher posted to software with proper head and proper cost components.

Ensuring Proper allocation of common cost to appropriate cost components with full disclosure.

Responsible for ERP finance module planning, developing, testing & integration of all factories of the group.  
Assist to prepare case to case quick financial analysis as per management requirement.  
Maintaining correspondence with Factory Accounts, Group finance Department, and SCM.  
Monitoring of costing and assists to the pricing.  
Monitoring and reporting of Sales collection and related costs/expenditure.  
Ensure proper accounting reconciliation.  
Preparation of Annual Financial Reports and assists to the external Auditor for external audit.  
Assists in preparation of Business forecast, budget and project profile.  
Assists in preparation of investment feasibilities study.  
Any other issues as related to assign by management

## **2. Assistant Manager Finance & Accounts (2.4 yrs)**

(July, 2019 - December, 2021)

### **DEKKO ISHO GROUP KLUBHAUS**

H#37 4th Floor, Road# 16 old# 27 Dhanmondi R#A DhakaDhaka1209,

#### **Area of Expertise**

Accounting Software (5.5 yr), Auditing (3 yr), Finance/ Accounts (5.5 yr)

#### **Duties/Responsibilities**

Responsible for preparation of monthly, yearly financial Statements i.e Balance sheet, P & L, Cash flow statements etc.  
Monitoring accounting records, financial statement or other financial reports. Responsible for ERP finance module planning, developing, testing & integration of all factories of the group. Preparation of different MIS reports including monthly revenue, Debtors & cash flow forecast. Involvement of analyzing line costing of all factories. Responsible for ensuring reconciling all bank accounts and cash book on daily, weekly and monthly basis. Supports budget and forecasting activities of the group & monthly budget vs actual variance analysis. Work with each direct report to establish goals and objectives for each year and monitor and advice on the progress to enhance the professional development of staff. Maintains Buyer`s Accounts and reconcile on timely manner & monthly analysis of projection vs actual. Good knowledge about international banking and international trade & IFRS. Involvement in monitoring Tax & Vat. Any other issues as related to assign by management.

## **3. Senior Officer Accounts (2.4 yrs)**

(January, 2017 - June, 2019)

### **MEGHNA GROUP OF INDUSTRIES. (MGI) FMCG DIVISION**

H# 23, R# 24, Gulshan2 Dhaka Dhaka-1212

#### **Area of Expertise**

Accounts Receivables (2.5 yr), Accounts Payable, Finance & Accounts (2.5 yr), MIS (2.5 yr)

#### **Duties/Responsibilities**

Department Accounts & Finance: Duties/Responsibilities: Keep records of all sorts of information and report for accounts. Maintain all necessary books of accounts for respective business units as assigned by the department head. Assist and Check the Posting of Daily Transaction in Tally Assist supervisor to prepare components of financial statements, management accounts and other management reports of the assigned business units. Monitor accounts related all activities. reconcile the Bank Statements, Accounts receivable, inter-company current account and accounts payable balance on monthly basis. Prepare and deliver various analytical reports as required by the management. Monitor Receivables and Payables of relevant entities from time to time.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
ACCA Advance Level (PART-3 Finalist)	ACCA (Association of Chartered Certified Accountant (ACCA UK)	Oxford Brooks University [Foreign Institute]	Enrolled	2020	3	ACCA Advance Level Finalist (Part-3)
ACCA Skill Level Qualified (PART-2)	ACCA (Association of Chartered Certified Accountant (ACCA UK)	Oxford Brooks University [Foreign Institute]	pass	2017	2	ACCA Skill Level Qualified (Part-2)
FIA (Foundation in Accountancy)	ACCA (Association of Chartered Certified Accountant (ACCA UK)	Oxford Brooks University [Foreign Institute]	pass	2015	2	Foundation In Accountancy (FIA Qualified) Part-1 Qualified
Master of Business Administration (MBA)	Finance	American International University	Continuing	2022	2	2 Year Masters of Business Administration program
Bachelor of Business Administration (BBA)	Finance	Royal University of Dhaka	CGPA:3.48 out of 4	2021	4	Bachelor of Business Administration (BBA)
HSC	Humanities	Valuka Trishal Maitri College	CGPA:2.1 out of 5	2013	2 Years	Higher Secondary Certificate
SSC	Humanities	K.D.M School	CGPA:3.44 out of 5	2010	2 Years	Secondary School Certificate

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Audit Staff	Annual Audit. Fixed Asset Verification, Donor Report.	ACNABIN CHARTERED ACCOUNTANT	Bangladesh	Kawran Bazar Dhaka Bangladesh	2016	1 Year
Value Added Tax (Vat) & Supplementary Duty	Value Added Tax (Vat) & Supplementary Duty	ACCA Community Bangladesh	Bangladesh	Asadgate Lalmatia Dhaka-1207	2019	8 Hours

**Professional Qualification:**

Certification	Institute	Location	From	To
Association of Chartered Certified Accountant (ACCA)	Association of Chartered Certified Accountant (UK)	Dhanmondi Dhaka 1209	January 1, 2014	March 11, 2019

**Career and Application Information:**

Looking For : Mid-Level Job/Top Level  
 Available For : Full Time  
 Preferred Job Category : Accounting/Finance  
 Preferred District : Dhaka

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Finance and Accounts, Administration.</li> <li>Auditing, operations.</li> </ul>	Problem Solving Skills. Critical Thinking Skills. Flexibility Communication Skills Teamwork, Organization Skills, Creativity, Emotional Intelligence.

**Extra-Curricular Activities:**

I have advanced skill in such as Finance, Accounts, Operations, and also expertise in accounting software Sap, ERP9, Bms Excel Vlookup, Hlookup, Pivot table, sumif, Hiper link etc.

**Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High

**Personal Details:**

Father's Name : Sultan Ahmed  
Mother's Name : Anowara Begum  
Date of Birth : October 12, 1995  
Gender : Male  
Height (Meter) : 5 feet 8 inch  
Weight (Kg) : 74 (kg)  
Marital Status : Single  
Nationality : Bangladeshi  
National Id No. : 7350765041  
Religion : Islam  
Passport No : 0583150  
Passport Issue Date : 3/23/2018  
Permanent Address : House No. 90/A, Road 08 new old 15 Dhanmondi dhaka 1209, Jigatala TSO, Dhanmondi, Dhaka  
Current Location : Dhaka

**Reference (s):****Reference: 01**

Name : Md. Shajib Miah ACA  
Organization : Energypac Engineering  
Designation : A.G.M Finance & Accounts Division  
Address :  
Phone (Off.) :  
Phone (Res.) :  
Mobile : 01708453329  
E-Mail : shajib.miah@energypac.com.bd  
Relation : Professional

**Reference: 02**

Shibi H. Ahmed  
Dan Cake Limited.  
Assistant General Manager Group HR  
  
01743283260  
justshibli@gmail.com  
Professional