

MOHAMMAD OALID HOSEN

Address: House # 05, Hazrat Osman (R) Road, Faidabad (Near Sector-6), Post: Faidabad
Madrasa, PS: Daxkhinkhan, -1230, Uttara Model Town TSO, Uttara, Dhaka 1230
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Career Objective:

To obtain a responsible position in any reputed organization where can be carried out the assigned tasks by utilizing my experience, academic career, utmost sincerity and efficiency.

Career Summary:

Worked as an Auditor and afterward has been working as Finance in charge in financial company.

Special Qualification:

CA (Course Completed), MBS, BBS, LLB (Continuing), VAT consultant (Continuing), English Spoken & Phonetics has been completed from MENTORS.

Employment History:

Total Year of Experience : 10.7 Year(s)

1. Assistant Manager (January 27, 2019 - Continuing)

i Pay Systems Ltd

Company Location : Silver Tower, Gulshan-1, Dhaka

Department: Finance & Accounts

Duties/Responsibilities:

*Lead and monitor whole finance activities and take initiative to achieve fruitful goal. *Preparation & adjustment of organizational budget as per business planning. *Establishment of control mechanism, review budget variance, analysis & reporting. *Meeting with Business team for implementing business plan, Accounting module, Revenue process and various kind of system integration. *Reconciliation statement of All Bank A/C with system GL. *Maintain chart of accounts & GL grouping with financial statement. *Supervise operation of financial settlement with stakeholder and ensure timely disbursement of commission. *Establishment of appropriate tax & VAT planning, modality, accounting, regulation & documentation and ensure internal audit (Annual tax & VAT). *Supervise monthly VAT & Tax deposit to government account and VAT account maintenance, issuance of relevant certificates. *Maintaining liaison with Banks and other Financial Institutions, Board of Investment, Bangladesh Bank, NBR, RJSC consultants and other external stakeholders regarding financial issues, in-ward/out-ward remittances, various approvals, and statutory compliance and reporting.

2. Finance In charge (October 10, 2016 - January 20, 2019)

Mobility i Tap Pay (Bangladesh) Ltd (A Malaysia-Bangladesh Joint Venture Company)

Company Location : Land View Commercial Centre 28, Gulshan North C/A (Level-4), Gulshan circle-2, Dhaka-1212

Department: Finance

Duties/Responsibilities:

*Overall Activities as Financial Planning, Controlling, Coordinating and supervising the Accounts & Finance related activities including costing.

*Prepare cash flow statement financial forecasting, financial statements sound in inventory management, working Capital Management, budgeting and budgetary control over the whole accounts & finance of the company efficiency.

- *Check bill/voucher/requisition/delivery challan or any other documents.
- *Check daily local purchase bill, petty cash book and all types of payments & receipts Voucher.
- *Prepare and check monthly salary sheet, wages sheet & OT sheet.
- *Visiting agent point and meet with Customer and resolving any problems.
- *Arranging a new strategy to reach banking service for the customer.
- *Communication with bank for logistic support
- *Promoting and marketing the brand and its products
- *Prepare VAT & Tax ledger then submit into Govt then prepare VAT & Tax return certificates.
- * Prepare VAT & Tax certificates
- *Prepare Company Tax Returns.
- *Communication with Bangladesh Bank for regulatory issues.
- *Prepare all RJSC Documents
- *Prepare Documents and update of all BIDA documents.
- *Face the Audit and solve the queries.
- *Prepare LC related documents
- *Prepare Memorandum and Articles of association
- *Keep statutory register and record accordingly
- *Ensure Regulatory compliance with BSEC, BTRC, RJSC etc.
- *IPO (Initial Public Offering) related work.
- *Keep update of VAT registration, E tin and Trade license
- *Support management to take investment decision.
- *Any other works assigned by the Management.

3. **Senior Officer (September 4, 2011 - October 5, 2016)**

bKash Ltd. (A BRAC Bank Company)

Company Location : Corporate Office, 6 Gulshan Ave, Gulshan-1, Dhaka

Department: Accounts & Finance

Duties/Responsibilities:

Preparation & Responsible for Monthly Bank Reconciliation statement Report, Daily report to the management against fund management for Vendor payment & Other payment purpose, interest Calculation, Preparation of monthly Financial Statement as per IAS-1 & then submitted to management as per deadline, Preparing voucher for incoming & outgoing, Preparation & submission of Monthly VAT Return (Mushak-19), VAT Challan (Mushak-11 & 12 kha) and other required reports to VAT Office, Liaison and closely work with VAT regulators and solve the barriers related to company's VAT issues. Maintained VAT current A/C. Handling all types of audit activities that conducted by VAT authority or NBR. Assist commercial on competitive status of the Agents/Distributors on efficient compliance management Keep effective liaison with regulatory affairs Assist commercial for effective commission disbursement process on compliance performance Facilitate internal and external audit on customer KYC and in time response to fulfill the requirement, Preparation of Financial Statement, Bank Reconciliation Statement, Maintained FDR database, Interest Calculation, Checking of POSM items agent etc

4. **Accounts Officer (January 1, 2010 - June 18, 2011)**

Berger Paints (Bangladesh) Ltd

Company Location : Corporate office, Uttara

Department: Finance & Accounts

Duties/Responsibilities:

Preparation & Responsible for Monthly Bank Reconciliation statement Report, Daily report to the management against fund management for Vendor payment & Other payment purpose, interest Calculation, Preparation of monthly Financial Statement as per IAS-1 & then submitted to management as per deadline, Preparing voucher for incoming & outgoing, Posting every voucher in Tally ERP Software. Checking of every transaction monthly, quarterly & yearly, Vendor payment settlement, Compliance of current VAT & Tax rules for every transaction, Maintained bill/invoice report through excel sheet if required then submitted to management, Kept provision in monthly basis, Analysis any kind of transaction on the basis of cost minimization, journal entries then implication in Accounting software, Preparation of monthly Budgeting & forecasting plan & submitted to management, To face the audit and solve their queries dynamically. Preparation & submission of Monthly VAT Return (Mushak-19), VAT Challan (Mushak-11 & 12 kha) and other required reports to VAT Office, Liaison and closely work with VAT regulators and solve the barriers related to company's VAT issues. Maintained VAT current A/C. Handling all types of audit activities that conducted by VAT authority or NBR. Calculation of tax against staff salary, monitoring and followup L/C related issues.

5. **Accounts officer (February 1, 2009 - December 31, 2009)**

Ecotex Ltd

Company Location : Dhaka

Department: Finance & Accounts

Duties/Responsibilities:

Daily preparation voucher of incoming and outgoing then get approval and then entry into the system.

Preparation of monthly bank reconciliation statement.

Preparation of daily fund management.

Preparation of monthly financial statement as per IAS- 1

Ensure VAT and Tax for every transaction

Other activities assigned by the management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Studies (MBS)	Accounting	National University	Second Class	2006	1 Year
Bachelor of Business Studies (BBS), Hon`s	Accounting	National University	Second Class	2005	4 Years
HSC	Business Studies	Uttara Town College	First Division	2001	2 Years
SSC	Business Studies	Nawab Habibullah Adarsha High School	First Division	1999	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
General Training on AML & CFT	Discussion about ML & FT, AML, CFT, why combating ML & FT, Duties & Responsibilities of Agents when the time of Account Opening, Regarding SAR & STR etc.	In house Training by bkash Ltd	Bangladesh	bKash Limited	2016	1 Day
Power Communication	> Grow a natural sense of clarity of verbal communication (E-mail and business etiquette) and non verbal communication (voice tone & body language) >Build Quick Rapport >Negotiate >Stay focused & motivated >Achieve goal Effortlessly	In house in bkash Ltd	Bangladesh	bKash Ltd	2016	1 Day
Training on ERP Software	Operation of Software, how to generate Expenses, Revenue, Supplier Statement, Bank reconciliation, Trail Balance Report, chart of Accounts Preparation, Financial Statement Preparation etc	In house Training by bkash Ltd	Bangladesh	bKash Limited	2015	7 days
Training on VAT	Implication of VAT on various organization, Scope of VAT, Gathered knowledge about VDS, Gathered knowledge about MUSHOK challan, Why V	In house Training by NBR.	Bangladesh	bKash Limited	2014	3 days

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MS Excel	Operation of various for mulas, functions and for matting in Excel Sheets .	Centre for Develop ment Management (CDM), Gazipur	Bangladesh	CDM Centre, BRAC , Gazipur	2013	7 days
Tally Accounting Softwa re (Tally-ERP-9)	Operation of Tally Softw are, Preparation of Char t of Accounts, Configura tion setting, Preparation of GL Code and Voucher posting into Tally.	Centre for Develop ment Management (CDM), Savar	Bangladesh	CDM Centre, BRAC , Savar, Dhaka.	2012	7 days

Professional Qualification:

Certification	Institute	Location	From	To
CA (Course Completed)	Mashi Muhith Haque & Co.	13th Fl, Unique Trade Centre, K awran Bazar, Dhaka.	June 1, 2008	August 3, 201 1

Career and Application Information:

Looking For	: Top Level Job
Available For	: Full Time
Preferred Job Category	: Accounting/Finance, Garments/Textile
Preferred District	: Dhaka, Gazipur, Mymensingh
Preferred Organization Types	: Banks, Multinational Companies, Garments, Real Estate

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Accounts cash management Treasury 	-Ensuring timely Spot payments & subsequent payments -Field work as well as ensuring processing & subsequent E-payment -Ensuring an release pending payment on an urgent basis -prepare with ensuring the accuracy of the Policy of Payments within stipula ted time frame -Compliance task with VAT & Tax regulation according to guidance of Tax te am.Upgration of Tax sheet in manually -Maintaining inter departmental cross functional relationship and correspond ance with Bank & vendor against payment issue, -Payment through BEFTN and cheque disbursement, -Ensuring 100% accurate to accuracy in payouts for the various payment m odes. -Update of party register for other user departments - working with the payments posting with accuracy in every payment and ac counting entry. - Ensure that all expenses are tallied with respective GL and match with GL Trial Balance as well as ERP system. -Posting the necessary provisions are in place which tie up with the respecti ve GLs -Ensuring the maintenance of the GLs under the ownership

Extra Curricular Activities:

Ms World,Excel,Tally ERP-09,SAP,intuit Quickbook

Language Proficiency:

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

Personal Details :

Father's Name : MOHAMMAD SHAFIUDDIN
Mother's Name : ANOWARA BEGUM
Date of Birth : October 11, 1984
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 2611038834693
Religion : Islam
Permanent Address : House # 05, Hazrat Osman (R) Road, Faidabad (Near Sector-6), Post: Faidabad Madrasa, PS: Da
xkhinkhan, -1230, Uttara Model TwonTSO, Uttara, Dhaka 1230
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: A.N.M Mejbahul Hasan	Sayed Humayun Kabir
Organization	: South Bangla Agriculture & Commerce Bank Ltd	Bank Asia Limited
Designation	: Assistant Vice President	Assistant Vice President
Address	: 37,Dilkusha,Dhaka	Ruhithpur branch, Keraniganj, Dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01716821253	01715406611
E-Mail	:	
Relation	: Relative	Relative