

Mohammad Humayun Kabir (Komol)

House-08, Road-06, Sector-06, Uttara, Dhaka-1230.

Cell: 01712-034765, 01718-382852 (Rest.)

E-mail: komol1977@yahoo.com, jfardus@yahoo.com



CAREER SUMMARY:

More than 20 years of Financial & Accounting, Operational and Internal Audit experience **directly after CA (CC) to 3 established Manufacturing Group of Companies** & 4 years Audit experiences as an **articled student to a renowned Chartered Accountancy firm**. Exercise in preparing Financial Statements, Developing Annual Budgets, Financial and Operational Planning, Monitoring daily Cash, Bank and overall Transactions, Internal Audit, Monitoring Production Input & Output analysis and Supervision of recording of all financial inflow & outflow activities.

CAREER OBJECTIVES:

Seeking an opportunity to continue the challenging career in the area of Finance and Accounts, Internal Audit, Financial Operation as well as Administrative Management as a responsible professional where my dedication to ensuring accurate and efficient financial operation can aid in maintaining financial security and health of the organization.

Achievements:

- 1) Successfully worked with National Task Force & DUDOK Auditor on the crises moment of Partex Plastics Ltd. & Plastic Accessories Ltd.
- 2) Plastic Accessories Ltd, got the License of BrairtrimPlastiform and WallMart by my works, Reporting & Costing,
- 3) Developed the Daily input & output VAT, Production, Material consumption reporting of Madina Poly Fibre Ltd.

PROFESSIONAL EXPERIENCE: (Over 20 years in 5 Companies of 3 Established Groups)

- A) Deshbandhu Polymer Limited, AGM (F&A): May, 2020 to till to date.
- B) Madina Poly Fibre Limited, Senior Manager (F&A): September, 2010 to May, 2020.
- C) Plastic Accessories Limited, Manager (Accounts): July, 2006 to September, 2010.
- D) Partex Plastics Limited, Accounts Officer to Manager (Accounts): July, 2002 to June, 2006.
- E) A. Wahab & Co. Chartered Accountants, Audit Staff: May, 1998 to April, 1999.

A) Deshbandhu Polymer Ltd. (Deshbandhu Group), Banani, Dhaka.

Role: Assistant General Manager (Finance & Accounts): Major Job responsibilities:

- ✓ Preparation of monthly, quarterly, half yearly & statutory accounts for submitting to DSE & CSE. Reply to queries from Securities & Exchange Commission & RJSC.
- ✓ Maintain banking relationship and prepare monthly reconciliation. Prepare Banking Functions, loan processing statements and treasury plan.
- ✓ Provide financial and accounting advice, direction and leadership to Lead and manage the accounts & finance associates to ensure regular accounting works.
- ✓ Support the management in arriving at profitability analysis, product pricing, project costing, budgeting, MIS etc.
- ✓ Prepare Master budget and foresee the collective controlling on it.
- ✓ Interact with internal & external Auditors from time to time & Monitoring Financial Risk Assessment.
- ✓ Conducting reviews and evaluations for cost-reduction opportunities for manufacturing and report to management,
- ✓ Monitor & update entire accounts and finance related information in an accurate manner into "Tally.EPR9" software and generate necessary reports as and when required.

B) Madina Poly Fibre Limited (Madina Group), Green Road, Dhaka-1205. (10 years)

Role: Manager to Senior Manager (Finance & Accounts): Major responsibilities were:

- ✓ Responsible to prepare the periodical Statutory Financial Statements & Accounts and respond relevant queries of the organization on time for general and special purposes,
- ✓ Prepare, examine, and analyze Accounting records, Financial Statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards,
- ✓ Monitor Quarterly Business Unit Management Policy Implementation & submission of report to the Management,
- ✓ Prepare the Monthly, Quarterly, Half-yearly or Yearly Budgetary planning and Variance analysis,
- ✓ Preparation of monthly financial plan including the proper utilization of incoming & outgoing funds- covering receivables, supply chain about Import and timely retirement from port, treasury and loan repayments,

- ✓ To organize the working plan & co-ordinate the Finance-Accounts, and VAT & Tax departmental works,
- ✓ Maintain & update entire accounts and finance related information in an accurate manner into Manual Ledger & “**Tally.ERP9**” software and generate necessary reports as and when required,
- ✓ Monitor the Daily requirements of Raw Materials collection Plan & supervise for the cost-reduction opportunities daily payments for payables,
- ✓ Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice,
- ✓ Preparation of Product-wise Costing and profitability statement of all the individual products and identify the reasons of significant changes of cost,
- ✓ Calculating the individual LC-wise landed cost and to follow up Import LC along with timely retirement of the raw material document and so on.

C) Plastic Accessories Limited (Partex Group), Rajendrapur, Gazipur-1703.

Garments Accessories Manufacturing & Export Oriented Company through Back to Back LC:

D) Partex Plastics Limited (Partex Group), Banglabazar, Rajendrapur, Gazipur-1703.

Product: Plastic house hold items, uPVC & PPR Pipe Manufacturing & selling to locally and Export :

Manager (Accounts): (January, 2006 to June, 2010) – (5 years+)

Assistant Manager (Accounts): (November, 2003 to December, 2005) – (2 years+)

Accounts Officer: (July, 2002 to October, 2003) – (1 year+)

Internal transferred from Partex Plastics Ltd. to Plastic Accessories Ltd. of same group.

Special works/ activities performed:

- ❖ *Successfully worked with National Task Force Auditor and Durnity Domon Commission (**DUDOK**) Auditor at an emergency period of the Companies,*
- ❖ *Worked with Income Tax, Custom Bond & VAT Authority,*
- ❖ *Worked with Braitrim Plastiform (BD) Ltd. of Spotless Group (World-class Garments Accessories provider),*
- ❖ *Plastic Accessories Ltd. (PAL) found the License and Nomination of Wall*Mart and Braitrim Plastiform by my Working Plan, Feasibility Report and Costing.*

Major & Other Job Responsibilities were:

- ❖ Preparation of periodical Financial Statements & Accounts and respond relevant queries of the organization, Financial Evaluation of New Project Proposal, Feasibility Report & Manuals,
- ❖ Calculation of Individual Back-to-Back LC export and Sales cost, Maintain Bank Guarantee margin, Review proper delivery, Maturity receive and profit,
- ❖ Leading the Accounts team of **4 persons** to the posting to “**Tally.ERP9**” software, Cash Book, Bank Book, General Ledgers, Day to day affairs, & all Bank Reconciliation Statements,
- ❖ Preparation of the periodical & Annual Budgetary Planning & Variance analysis with Actual,
- ❖ To organize the working plan & co-ordinate the Accounts, Custom Bond, Tax and VAT departmental works,
- ❖ Preparation of Costing and profitability statement of all the individual products and identify the reasons of significant changes of the Cost,
- ❖ Preparation of periodical Financial Statements & Accounts and respond relevant queries of the organization,
- ❖ To manage internal Audit unit, Planning, Conducting internal audit, Reviewing internal audit report, Organizing audit committee meeting, Preparation of the periodical & Annual Budgetary Planning and Variance analysis of Budget Vs Actual,
- ❖ Preparation of Costing and profitability statement of all the individual products and identify the reasons of significant changes of Cost,
- ❖ Monitor sales collection, forward coverage, spot settlement, VAT Reconciliation, etc.
- ❖ Calculated & Deducted the various Supplier's AIT and to deposited by Treasury Challans time to time,
- ❖ Handling with External, Internal, VAT & Tax audit as an internal Auditor & verification,
- ❖ Calculated the Landed Cost of the Imported Materials and Posting to Ledger.

E) A. Wahab & Co., Chartered Accountants; Dilkusha C/A, Dhaka-1000.

Audit Staff: (May, 1998 to April, 1999) – (1 year)

Special works/ activities performed:

- Income Tax Assessment works of various Individuals & Companies.
- Checking of the vouchers & ledgers with proper supporting,
- Collection & Filling-up the required evidences & supporting for Audit purpose,
- Preparation of incomplete Financial Statements of the Client,
- To help to preparation the Client's Tax Assessment & Return
- Any other support work to prepare the Audit Report.

EDUCATIONAL QUALIFICATION:

- MBA (Finance), CGPA 3.55 (1st Class) out of 4.00, Year-2006, from Uttara University.
- M.Com (Accounting), Year-1997, Jagannath University.
- B. Com (Honors-Accounting), Year-1996, Jagannath University.
- H.S.C (Commerce), Year-1993, from Dhaka Board (Dhaka College, Dhaka).
- S.S.C (Science), Year-1991, from Dhaka Board (Urea Sarkarkhana College).

PROFESSIONAL QUALIFICATION: CA (CC) for 3 years

Successfully completed 3 (three) years **Chartered Accountancy Course** from **Ashraful Haque & Co., Chartered Accountants**, Bhuiyan Mension (2nd floor), 6, Motijheel C/A, Dhaka-1000 under the **By Laws** of "The Institute of Chartered Accountants of Bangladesh (ICAB)".

SPECIAL TRAINING ACHIEVED:

- a. Day Long training on "**Income Tax Management & Planning**", Facilitator was **Md. Abdul Latif, Additional Commissioner of Taxes of NBR** on 03.09.10, organized by "Prothom Alo".
- b. Attended to the various Internal Training Programs relating to Finance, Accounting, Internal Control & Audit, Costing, and some other financial factors, arranged by the Company as per its requirements.

LANGUAGE PROFICIENCY:

- English: Well versed in both written, spoken and understanding
- Bengali: Mother tongue
- Hindi, Urdu (Intermediate)
- Arabic(Basic)

COMPUTER LITERACY:

- Familiar with operating of Microsoft Word, Microsoft Excel, Microsoft Power Point & Access, e-mail communication and internet operation,
- **Accounting Software Based: Expert in Tally ees 6.3 & Tally.ERP 9, Initial in SAP (FICO),**

PERSONAL INFORMATION:

Permanent Address : Vill.+Post: Bahadia, P.S.: Pakundia, Dist.: Kishoregonj.
Religion : Islam (Sunny)
Nationality : Bangladeshi by Birth
National ID No. : 550 044 2834 Issue Date: 20.01.2016

PRESENT CAREER AMBITION:

Expecting For : Senior Level Executive

REFERAENCE:

Mohammed Ashraful Haque FCA,
Principal, Ashraful Haque & Co.
Accountants
Motijheel C/A (2nd floor)
Dhaka-1000.
Phone: 9559682, 9569620

Mr. Md. Shah Alam FCA
Addl. Managing Director Chartered
Meghna Life Insurance Limited 6,
Motijheel C/A, Dhaka-1000.
Phone: 01714-039030

MD. HUMAYUN KABIR