



RAFI UDDIN SHARIK

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I intend to use my passion for learning to acquire new skills in the field of financial and management reporting, data analytics, machine learning and business intelligence to create positive change and make meaningful impact

PROFILE

Resilient, pragmatic, and responsible finance professional with over five years of experience in Reporting, Budgeting and Data Analytics.

EDUCATION

- 2014 - 2016
Master of Business Administration,
Finance, CGPA 3.73
[BRAC UNIVERSITY](#)
- 2009 - 2012
Bachelor of Business Administration,
Finance, CGPA 3.77
[BRAC UNIVERSITY](#)
- 2007 - 2008
Higher Secondary Certificate,
Business Studies, GPA 4.60
[DHAKA CITY COLLEGE](#)
- 2004 - 2006
Secondary School Certificate,
Science Group, GPA 4.81
[JUNIOR LABORATORY HIGH SCHOOL](#)

SKILLS/QUALIFICATIONS

- Passed CFA Level 1 exam and candidate for CFA Level 2 exam
- Major in Finance with strong analytical, writing and research skills
- Highly proficient in the use of software packages including advanced Excel
- Can prepare aesthetically pleasing and highly effective presentations
- Trained in Business Intelligence tool, Microsoft PowerBI
- Solution-oriented and ability to work independently without supervision
- Highly determined personality with an aspiration to learn new traits

EXPERIENCE

04/2021 – Present

Assistant Manager, Management Reporting and Budgeting, Finance & Accounts,
[IPDC FINANCE](#)

- Lead the management reporting team and oversee the preparation of monthly management reports, management packs and presentations; explain variances in company financials through a summarized writeup
- Lead annual budget exercise through discussion with relevant departments, branches and other stakeholders and prepare annual budget; write budget paper and prepare budget presentation
- Prepare quarterly, half-yearly and annual financial statements and other statutory disclosures of company financials; Coordinate and oversee the development of materials for Investors Meet
- Assist in the preparation of financial projection for key strategic products under development; track the performance of strategic products against the strategic plan; forecast company financials on rolling basis
- Provide management with critical and action-oriented analytics on business operation, competitor/industry financial data and market trends; develop, update, and improve reports on Business Intelligence tool (Microsoft PowerBI)
- Co-ordinate Annual Report content development; oversee the preparation of layout and design of the Annual Report

01/2019 – 03/2021

Senior Executive, Management Reporting and Budgeting, Finance & Accounts
[IPDC FINANCE](#)

- Prepare monthly management reports, management packs and presentations; explain variances in company financials through a summarized writeup
- Provide management with critical and action-oriented analytics on business operation; update and improve Business Intelligence tool
- Coordinate annual budget exercise and prepare annual budget; write budget paper and get it passed from the board
- Ensure budgetary control is in place and monitor operational costs through variance analysis, cost projection and other tools
- Co-ordinate Annual Report content development; perform gap analysis with peer reports; develop and finalize layout and design of the Annual Report
- Analyze and synthesize competitor/industry financial data, market trends and provide insights to the management for effective decision making
- Assist in the preparation of quarterly financial statements and other statutory disclosures of company financials; Prepare *Investors Meet* presentations

09/2017 – 12/2018

Executive, Management Reporting and Budgeting, Finance & Accounts
[IPDC FINANCE](#)

- Prepare monthly management reports with a writeup explaining variances in key financial figures; prepare Board presentations for management report
- Develop ad-hoc and automated analytical reports based on available data through various reporting/analytical tools

HONORS/ACHIEVEMENTS

- Improved IPDC's standing in *ICAB and SAFA Best Presented Annual Report 2018 and 2019*
- Achieved 2nd Place for IPDC in *ICMAB Best Corporate Award 2019* and Bronze Award in *ICSB Best Corporate Governance Award*
- Implemented *Microsoft PowerBI*, a Business Intelligence (BI) tool for real time reporting
- Recognized for *contribution significantly above peer group* in performance
- Recognized as *Star Innovator* for implementing cost reduction initiatives
- Driven *Paperless Initiative* within the department at IPDC Finance and Accenture Bangladesh
- Received *High Distinction* in academic standing for both B.B.A. and M.B.A.

REFERENCES

- **Benozeer Ahmed**
Chief Financial Officer
Community Bank Limited
Email: benozeer@gmail.com
Phone: +880 1610006669
(Former CFO of IPDC Finance Limited)
- **Mohammad Masudur Rahaman**
Lead Specialist
Grameenphone
Email: mmasudur@grameenphone.com
Phone: +880 1711080247
(Former Supervisor at Accenture Bangladesh)

- Identify opportunities to enhance data analysis, dashboards, and reporting methodology by locating gaps in data
- Assist in the preparation of quarterly financial statements and other statutory disclosures of company financials
- Provide support on maintaining financial control and monitor operational costs through variance analysis

06/2016 – 08/2017

Business Process Delivery Associate, Accenture Operations,
ACCENTURE BANGLADESH

- Accountable for preparing and circulating divisional reports
- Ensure that the data quality in the system meets and exceeds SLA with client
- Prepare regular analytics on divisional performance
- Come with process automation techniques for greater efficiency
- Manage Order to Cash (Accounts Receivable) work stream for clients
- Administer the preparation of bank reconciliation statements

08/2013 – 05/2016

New Associate, Accenture Operations,
ACCENTURE BANGLADESH

- Responsible for uploading receipts and invoice in the system
- Ensure all collection data has been uploaded in system (Oracle R12)
- Communicate and follow-up on open issues with client
- Reconcile receipts/collection with bank statements
- Assist in preparing Business Excellence (BE) reports to management.
- Report monthly Service-Level Agreements (SLAs) with analytics

11/2012 - 02/2013

Intern, Integrated Planning - Finance Division,
ROBI AXIATA LIMITED

- Data analysis of marketing and technical submission to the team
- Collect financial data and analyze trends within the data
- Study investment plans and provide inputs on viability of the plans
- Monitor usage of network towers and prepare a summary report based on the information

TRAININGS

- *Business Intelligence with Microsoft PowerBI*
Organization: *BDjobs.com*
- *Build Animated Excel Dashboard with Advance Excel Tool*
Organization: *Sudoksho*
- *Personal Excellence Session with Ranjan De Silva*
Organization: *Sensei International*
- *Establishing Operational Excellence*
Organization: *Inhouse training by Accenture Bangladesh*