

<p><i>Position: Sr. Manager/ AGM/DGM/GM</i> <i>Expected Salary : 110,000/-+++</i></p>

September 9, 2021

Director
HRM

Subject: Application for the post of suitable position (Accounts & Finance).

Dear Sir,

With reference to my professional brother would like to express my interest for suitable position - Finance & Accounts (Dhaka).

I have completed CGIA-USA, ACCA 900 marks out of 1300 and CACC with MBS in Accounting. Recently, I have also completed Master of Professional Accounting (MPA) in Dhaka University. I have the personal qualities that would fit me amicably into your organization. I like people, and through experience I have learned how to work with them as both a team leader and a player. If appointed, I will prove myself as dedicated person. I am attaching my CV for your kind consideration for the mentioned position.

Yours truly,



Md. Johurul Islam

MD. JOHURUL ISLAM

House #159 (4th Floor), Shirin Commissioner goli,
Ahmed Nagar, Paik Para, Mirpur -01, Dhaka –1216.
Mobile: 01725-767337
E-mail : johurul.islam83@gmail.com



Career Objective:

Management position, particularly in the area of finance, accounts, Audit and treasury management having a career advancement opportunity preferably in multinational or reputed company or group of companies environment.

Area of Expertise:

- IAS & IFRS
- International Standard on Auditing
- Income Tax & VAT related Matters
- Rules and Regulations by MRA

Professional Qualifications:

Certification	Institute	From	To	Result
Chartered Global Investment Analyst (CGIA)	CGIA, USA	Member from January 2021, ID: BD21116		
Master of Professional Accounting (MPA)	University of Dhaka	July 2016 to December 2018		3.37 out of 4
ACCA	ACCA	900 marks completed out of 1300		
CA	ICAB	500 Marks Completed of Certificate Level		

Academic Qualifications:

Levels	Passing Year	Group/Major	Institution	Result
MBS	2009 (held in 2012)	Accounting	National University	First Class
B. Com	2006 (Held in 2007)	Commerce	National University	First Class
H.S.C	2002	Business Studies	Rajshahi Board	First Division
S.S.C	1999	Humanities	Rajshahi Board	First Division

Professional Training/ CA Article Ship:

Certification	Institute	Location	From	To
CACC	G. Kibria & Co. Chartered Accountants under ICAB	Dhaka	January 15, 2008	January 14, 2011
During the article ship I was assigned by the firm to various organizations (Multinational, Banks, Insurance, NGOs, FMCGs etc.) to perform auditing and consultancy work.				

General Training:

Certification	Institute	Location	Year
Business Analytics for Strategic Decision Making	Institute of Lean Management Australia	Dhaka	January 2021
Financial Analytics & Modeling (Using Excel)	CMA Australia	Dhaka	December 2020
Advanced use of excel for management reporting	University of Dhaka	Dhaka	December, 2018
How to address and cope with Online VAT"	lfti,b	Dhaka	May, 2017
Basic Principles of VAT	NBR	Dhaka	April, 2017
VAT Registration and Turnover Enlistment	NBR	Dhaka	April, 2017
Income Tax & Return Submission	CDF	Dhaka	December, 2016

<i>Strategic Planning</i>	<i>PKSF</i>	<i>Dhaka</i>	<i>August, 2015</i>
<i>Financial Modeling Using MS Excel</i>	<i>CRISL</i>	<i>Dhaka</i>	<i>June, 2015</i>
<i>QuickBooks Accounting Software</i>	<i>BDAB</i>	<i>Dhaka</i>	<i>April, 2015</i>
<i>Internal Audit for Operations</i>	<i>PKSF</i>	<i>Dhaka</i>	<i>November, 2014</i>
<i>DIISP (Micro Insurance)</i>	<i>PKSF & SAP</i>	<i>Dhaka</i>	<i>March, 2013</i>

Working Experience:

1. Sr. Manager (Head of Accounts & Finance) (December 11, 2019 – Continuing)

Young Group (Head Office).

Rangs Babylonia, 246, Bir Uttam Mir Shawkat Sarak, 9th Floor, Unit: A, Tejgaon, Dhaka-1208.

Major Responsibilities:

- *Checking all company daily voucher and submit to management for approvals in due time. help & instruction accounts team to complete the work timely and properly.*
 - *Maintain and follow up FDR excel File and discussed with management to take proper decision.*
 - *Follow up and take decision to deduct TDS & VDS from party as per applicable rules.*
 - *Maintain proper charts of accounts for maintain accurate accounts and financial report.*
 - *Ensures the fund received & disbursement / payments & reconcile it time to time.*
 - *Checking, maintain of reconciliation of all company integral ledger in every month for take decision and hassle free in future.*
 - *Checking all company petty cash statement.*
 - *Checking all company Import LC costing.*
 - *Monitoring and help to Reconcile of all bank transactions in due time.*
 - *Monitoring and help to prepare salary statement and bank letter in every month in due time.*
 - *Responsible for preparation VAT & Tax Challan and deposit to govt treasury on time.*
 - *Responsible VAT & Tax treasury Challan deposit to Tax Office on time*
 - *Monitoring Fixed Asset register.*
 - *Maintain liaison with CS team, Accounts & commercial department for gathering relevant information.*
 - *Monitoring monthly sales, purchase, inventory.*
 - *Accumulation of relevant data and preparation of yearly Budget, Monthly Variance analysis and Cost control.*
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 - *Preparation of financial statement and prepare monthly forecasted cash flow plan.*
 - *Prepare yearly, quarterly financial statement (Income Statement, Balance Sheet, Cash Flow).*
 - *Supply of financial data & assist to top management for decision making.*
 - *Responsible for providing recommendations on suitable areas of cost control in the production process through process improvement.*
 - *Responsible for preparation of half yearly income tax return and deposit to tax office in due time.*
 - *Responsible for preparation of financial statement preparation for Taxation applying applicable related law & rules.*
 - *Responsible for preparation of All directors personal file & others for Income tax preparation doing applicable related law.*
 - *Responsible for preparing and developing any Excel report format by using Advance excel formula.*
 - *Play pivotal role to make Correspondences with stakeholder.*
 - *Any other work as per demand & report make as per assign.*
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2. Manager (Accounts & Finance) (September 1, 2019 – December 10, 2019)

Brandwin Group of Companies Limited.

MIDAS Centre (7th Floor), House-05, Road-16 (New) 27 (Old), Dhanmondi, Dhaka-1209, Bangladesh.

Major Responsibilities:

- Prepare daily cash flow.
 - Check and verify of Bills then Preparation of all accounting vouchers on regular basis.
 - Responsible for posting daily voucher in Tally ERP9.
 - Preparation of financial statements, profit & loss statement and balance sheet on time.
 - Preparation of draft audit report.
 - Preparation of feasibility report
 - Ensuring compliance to the rules and regulations of VAT & Income Tax.
 - Responsible for Preparation of bank reconciliation statement.
 - Preservation of original copy of all Deed, agreements & contracts
 - Act as a focal Coordinator of all external & internal audits.
 - Play pivotal role to make Correspondences with stakeholder.
 - Responsible for preparation and disbursement of monthly payroll.
 - Performs other duties as assigned or required.
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3. Program Manager (Head of Accounts & Finance) (July 14, 2010 – August 31, 2019)

Integrated Development Foundation (IDF)

House # 18, Road # 05, Block # A, Mirpur – 02, Dhaka – 1216.

Major Responsibilities:

- Ensure that all accounting source documents are accurately preserved and all financial activities are kept in true and fair manner.
- Responsible to be implementation Program's financial and accounts functions in the Head office and field offices in accord with relevant organizational policies and rules, and ensure regular review and updating of the same as and when needed including proper documentation;
- Ensure compliance with organizational financial management policy and relevant Government laws and regulations and maintain transparency and accountability in financial operations;
- Oversee functions of processing and checking bills and vouchers, maintaining cashbooks, ledgers, records of receipt of fund, bank transactions, grants record and the bank-book in hard and electronic versions;
- Coordinate effective operation of staff provident fund and gratuity fund as per relevant rules;
- Responsible for the daily recording & Posting of all transactions in the books of accounts/ accounting software.
- Preparation of monthly and yearly financial statements, profit & loss statement and balance sheet on time for PKSF, MRA, NGO Affairs Bureau/Government, Bangladesh Bank, NBR and other Stakeholders.
- Preparation of draft audit report.
- Supervise the compliance of internal control policies and procedures with respect to procurement
- Ensuring compliance to the rules and regulations of VAT & Income Tax.
- Responsible for Preparation of bank reconciliation statement.
- Responsible for preparation of all F6/DF7.
- Act as a focal Coordinator of all external & internal audits.
- Play pivotal role to make Correspondences with stakeholder.
- Responsible for Preparation of annual budget and submission to AGM.
- Responsible for preparation and disbursement of monthly payroll.
- Performs other duties as assigned or required.

4. Manager (Accounts & Finance) (November 1, 2009 – June 30, 2010)

Brick & Stone Properties Ltd.

House # 05, Road # 05, Block # A, Section # 06, Mirpur, Dhaka – 1216.

Major Responsibilities:

- Responsible for Preparation of Bills/ Vouchers & Postings
- Prepare bank reconciliation statement.
- VAT & Income Tax related Matters.
- Preparation of Financial Statement.
- Procurement related Matters.
- Preparation and disbursement of monthly payroll.
- Maintain fixed asset register.
- Preparation of annual budget.
- Performs other duties as assigned or required.

Computer & Accounting Software Proficiency:

- Excellent Operation knowledge on Microsoft Office Program (MS Word, MS Excel, Power Point), Excel Macro, VBA, Advance Excel, Internet browsing.
- Good Knowledge in Accounting Software (Microfin360.com, Tally ERP9, QuickBooks etc, Xero).

Personal Details:

Father's Name : Late Md. Raich Uddin
Mother's Name : Mrs. Raich
Date of Birth : April 12, 1983
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National ID : 19832691651457541
ETIN : 140932774658
Religion : Islam
Expected Salary : 1,10,000/-
Blood Group : "O" Positive
Permanent Address : Vill: Batia Khara, P.O: Natun Bharenga, P.S: Bera, Dist: Pabna
Current Location : House #159, Ahmed Nagar, Paik Para, Mirpur -01, Dhaka 1216

Reference (s):

A.K. Gulam Kibria FCA Principal G. KIBRIA & Co.,Chartered Accountants Sadharan Bima Sadan (5 th Floor) 24-25 Dilkusha Commercial Area Dhaka-1000 Email:kibria03@hotmail.com Phone : 02-9570717,7171252 01819213643, 01199804926(Cell)	Md. Abul Quasem FCA, Principal Quasem Abul & Co. Chartered Accountants Sadharan Bima Sadan (5 th Floor) 24-25 Dilkusha Commercial Area Dhaka-1000 Phone : 02-9553617,	Md. Shahriar Bin Elahi Senior Data Manager Diagnostic Lablatory ICDDR Mohakhali, Dhaka. Email:sbelahi@icddr.org Mobile : 01713195656
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Signature:



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Md. Johurul Islam
Date: 09.09.21