
MUHAMMAD TAFHIM IQBAL

Contact: +880-13-09030582

Address: Mir Hazir Bag, Jatrabari, Dhaka, Bangladesh

Email: tafhimiqbal@outlook.com

LinkedIn: www.linkedin.com/in/tafhim-iqbal



Professional Profile

Commercially astute Graduate and ACCA skill level (continuing) with more than 3 years experiences of providing comprehensive high-quality Accounting and Audit & Assurance support services to business and audit firm across Malaysia and Bangladesh. Using my expertise in Accounting and Audit & Assurance I have been pivotal to ensuring the audit under my control are equipped with the tools necessary to meet furnished audit work as planned. I am expert in financial analysis, forecasting, implementing internal control, provident fund, payroll and excel modeling to ensure adherence to compliance whilst minimizing business risk.

Career Summery

Profession Duration	Company Name & Position
December 2019 to Present	Assistant Manager Billing and credit Control Department M2M Communications Ltd. Dhaka, Bangladesh

Overview

Controlling the whole department, monitor and guide the all the executives, finding and implementing the lacking's and reporting to Department In-charge and Chairman.

Key Responsibilities


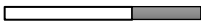
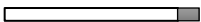
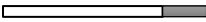

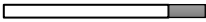



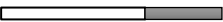

- Dealing with clients;
- Plan and schedule for daily work and bill collections;
- Review and assess all the schedule prepared by the executives;
- Ensure completion of collection on quoted time;
- Fulfill the target of the collection;
- Training, mentoring and supervising executives and officers;
- Preparing various reports assigned by management.

Key Achievement

- Developed effectively several junior team members in preparing audit report, software skills, day to day queries with increasing levels of autonomy and review their audit work prior to submission.
- Developed personal communication skill by communicating higher management to subordinate employee in various company.
- Developing persistence by handling hard time situations.

Profession Duration	Company Name & Position
December 2016 to November 2019	Assistant Audit Supervisor MABS & J Partners, Chartered Accountants (a member of Nexia International), Dhaka, Bangladesh
Overview Lead the audit and report to senior manager and senior partner with all the audit report done according to SOP, IAS, IFRS and rules & regulations of Bangladesh Banks.	
Key Responsibilities <ul style="list-style-type: none"> • Dealing with clients; • Plan and schedule audit programs; • Review and assess completion of audits; • Ensure completion of audits on quoted time; • Lead audit programs, working papers and internal audit reports; • Training, mentoring and supervising audit assistants and other audit staff; • Preparing internal, external, management and any other audit report assigned by management. 	
Key Achievement <ul style="list-style-type: none"> • Successfully developing company organogram, work segregation, MIS and restructure of company as Audit In-charge on behalf of MABS & J Partners for a well-known steel company named Mohammadi Steel Works Ltd. • Successfully implemented of company's SOPs in various departments (13 Sales Office, 5 Home Décor, Sales and Marketing Department, HR Department) by conducting audit work as Audit Senior Team Member on behalf of MABS & J Partners for a multinational corporation, Berger Paints Bangladesh Limited. • Successfully reconciled raw materials since company inception till present time, 17+ years (2000-2017), as Audit Senior Team Member for one of the largest cement manufacturers in the country, M.I. Cement Factory Limited (Crown Cement). • Prepared positive image and health report, capital injection certification of various banks. • Developed effectively several junior team members in preparing audit report, software skills, day to day queries with increasing levels of autonomy and review their audit work prior to submission. • Developed personal communication skill by communicating higher management to subordinate employee in various company. 	
February 2016 to July 2016	Accounts Trainee Low Chee Group Sdn Bhd, Ampang, Malaysia
Outline Finishing the daily task assign by senior accountant	
Key Responsibilities <ul style="list-style-type: none"> • Collection of rent • Prepare a voucher, • Controlling daily transection, • Prepare a bank reconciliation, • Record the voucher in MS excel and • Making confirmation of the payment. 	Key Achievement <ul style="list-style-type: none"> • Filing system • Payroll system • Positive mail writing • Corporate daily work • Optimistic communicating with people

Skills

Professional Skill	Software Skill	General Skill
Organization 	➤ Have sound experience in SAP, Tally, oracle and Quickbook.	➤ Having good knowledge of IAS, IFRS and Bank Circular.
Strategy 	➤ MS Office specially	➤ Decent communication skill.
Analysis 	MS Word 	➤ Language
Presentation 	MS Excel 	Bangla 
Planning 	Power Point 	English 
Monitoring 		

Educations

Academic Qualification:	Bachelor of Business Administration Year: 2018 IBAIS University CGPA: 3.44 out of 4, Accounting
Professional Qualification:	ACCA Skill Level -2 Continuing Foundation Diploma of ACCA. (Complete) Diploma in Accounting and Business, Awarded by -ACCA, UK.

Preferred Job

Looking For	Mid-Level Job.
Available For	Full Time.
Preferred Job Category	Audit/Accounts/Finance/Business Development/Investment and Financing.
Preferred Location	Anywhere in Dhaka, Bangladesh.
Join Period	1 Week Notice.
Expected Salary	As per Company Policy.

Reference

Ummay Sumaya Jahan ACA
Director (Audit & Assurance)
MABS & J Partners,
Chartered Accountants
SMC Tower (7th Floor), 33 Banani C/A, Road
#17, Dhaka 1213,
Phone: 01937828470
: 01730644809
Email: sumaya22jahan@gmail.com

Md. Shafiqul Islam ACCA
Assistant Manager
Finance & Accounts
Sindabad.com
House: 43, Road 7, Block G,
Banani Dhaka 1213
Phone: +8801713150844
Email: shafiqul.islam@sindabad.com

Conclusion

I hereby declare that my information given above is correct.



Signature