

**Mohtasim Alam Galib****Email:** magalib.du@gmail.com**Mobile:** +880-01832857836**Present Address:** House No # 08, Road No # 04,
Sector No # 09, Uttara, Dhaka-1230, Bangladesh**Permanent Address:** Village: Kurper (Bhuiya Bari)

Post office: Netrakon-2400, Thana: Netrakona

District: Netrakona, Bangladesh

CAREER OBJECTIVE

My ambition has always been to work in tandem with a team in a challenging and competitive environment, where I could optimally utilize my education, qualification as well as gained professional experience for making significant contribution in a progressive and dynamic organization.

I am energetic, creative and self-directed professional with background in Finance and Accounting. My core competency is to work in pressure environment, implement a variety of processes, and resolve complex & non-complex issues along with daily routine jobs.

PROFILE SUMMARY

- Currently Working at Advanced Chemical Industries Ltd. (ACI) as Sr. Finance Executive.
- Worked at Meghan Group of Industries Ltd. (MGI) as Accounts Executive.
- BBA & MBA(AIS) from University of Dhaka
- 600 Marks completed at ICMAB

EMPLOYMENT HISTORY**Senior Finance Executive** | Finance & Planning | September 20, 2015- Continuing**Advanced Chemical Industries Ltd. (ACI)**

Address: 245, ACI Center, Tejgoan, Dhaka

Major Responsibilities:

1. Produce monthly financial reports for top management.
2. Assist in the production of the annual budget and forecasting.
3. Ongoing review of cash flow and production of forecasts.
4. Report on company assets and liabilities including balance sheet account reconciliations and review of Capital expenditure.
5. Ensure compliance with all financial regulations.
6. Conduct risk assessment and advice on ways to minimize risk.
7. Analyze past results, perform variance analysis, identify trends, and make recommendations for improvements.
8. Identify and drive process improvements, including the creation of standard and ad-hoc reports & tools.
9. Liaising with Cross-functional teams, Business, Factory, Supply Chain and Other stakeholders.

10. Ongoing collaboration with Factory operation, Process improvements and maintaining Compliance.
11. Carry out continuous reviews of working accounting practices and processes to ensure efficient and cost effective operations

Key Skills and Competencies:

- Able to deal with multiple portfolio
- Identify business risk and resolve it
- Collaboration capacity with Business, Factory, Finance and other departments.
- Process development ability
- Dealing capacity of external auditors.

2. Accounts Executive | Accounts Dept. | December 15, 2013 – September 19, 2015

Meghna Group of Industries Ltd. (MGI)

Address: House-15, Road-34, Gulshan-1, Dhaka

Major Responsibilities:

1. Assist to prepare monthly financial reports.
2. Analyze financial data for decision support.
3. Provide analysis of trends and forecasts and recommend actions for optimization.
4. Identify and drive process improvement activities.
5. Identify opportunities for performance improvement for specific Business Unit.

Key Skills and Competencies:

- Working skill in pressure environment
- Work and part in a win oriented team.
- Using of Tally Software
- Practical knowledge about tax related activities

3. Internee (May 15, 2013 - August 15, 2013)

Janata Bank Limited, Elephant Road Branch

Department-Foreign Exchange & Remittance Department

Major Responsibilities:

1. Familiarity with foreign banking activities.
2. Practical knowledge about LC.
3. Ideas about remittance related activities.

4. Internee (February 01, 2012 - March 15, 2012)

National Bank Limited, Kholamora Branch

Department-General Banking

Major Responsibilities:

1. Opening Bank Account.
2. Acquiring Knowledge about overall Banking Activities.

ACADEMIC QUALIFICATION

Education Qualifications	Name of Degree	Subject	Board/University	Passing year	GPA
	CMA		ICMAB		600 Marks completed
	MBA	Accounting & Information system	University of Dhaka	2012	3.40
	BBA	Accounting & Information system	University of Dhaka	2011	3.18
	HSC	Business Studies	Dhaka	2007	5.00
	SSC	Business studies	Dhaka	2005	4.94

TRAINING & WORKSHOP

Training Title	Topic	Institute/Trainer	Location	Year	Duration
Changes in VAT laws - VAT and Supplementary Duty Act 2012	Application of new VAT law	Mr. Zakir Hossain, Additional Commissioner, Customs	245,ACI Center,Tejgoan,Dhaka	2019	8 Hour
Data Mining with Pivot Table	Pivot table	ACI Training Department	245,ACI Center,Tejgoan,Dhaka	2019	4 Hour
Mastering Vlookup & Trouble Shooting	Vlookup and Hlookup, Index match	ACI Training Department	245,ACI Center,Tejgoan,Dhaka	2019	4 Hour
The role of Costing Shaping Business decision	Costing technique and role in Business decision	Md. Monir Hossin Khan, FCA	245,ACI Center,Tejgoan,Dhaka	2019	6 Hour
MS Office Excel	1. If 2.Sum, Sum if, Sum ifs 2.If condition 3. Count Count if, Count ifs	ACI Training Department	245,ACI Center,Tejgoan,Dhaka	2018	4 Hour
Communication Skill	Best way of communication in professional life	ACI Training Department	245,ACI Center,Tejgoan,Dhaka	2017	4 Hour
Time Management	Utilization of time	ACI Training Department	245,ACI Center,Tejgoan,Dhaka	2016	4 Hour
Transformation to Successful professional	Guidelines to be professional	ACI Training Department	245,ACI Center,Tejgoan,Dhaka	2015	4 Hour
Tally	Accounting Inventory & payroll Management	ICMAB Info Tech Center	Nilkhet	2013	10 Hour

COMPETENCIES

Computer Skill	Language Skill
<ul style="list-style-type: none">• Windows• Microsoft Office, Excel (Secondary Level)• Web Browsing & E-mail• PowerPoint	<ul style="list-style-type: none">• Bangla-Speaking, Listening, Reading & writing• English-Speaking, Listening, Reading & Writing

AREAS OF INTEREST

1. Analytical and conceptual work encompassing analytics, finance and statistics.
2. Working in multicultural environment where communication of ideas, creativity and innovation being appreciated.

PERSONAL INFORMATION

Date of Birth : August 15, 1989
Nationality : Bangladeshi
Religion : Islam
Marital Status : Unmarried
Sex : Male
Blood Group : O+
National ID : 2694259596281
Father's Name : Md. Rofiqul Alam
Mother's Name: Umme Kulsum

CAREER & APPLICATION INFORMATION

Looking For : Mid Level Job
Available For : Full Time
Preferred Job Category: Accounting/Finance
Preferred District : Dhaka

REFERENCES

Md. Amirus Salat

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The undersigned hereby certifies that all information given in this document is true, complete, and correct



Signature