

MD. RASHEDUL ISLAM RASHED, CMA

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### **Career Objectives:**

To pursue a long-term career in an organization and contribute significantly by using practical knowledge and gained experiences for the organizational development and personal fulfillment.

### **Professional Qualification:**

- Qualified Cost and Management Accountant under the Institute of Cost and Management Accounts of Bangladesh (ICMAB). Passed in January ,2022 examination.
- Qualified as an Income Tax Practitioner in the year 2012.

### **Academic Information:**

- Masters in Commerce: Obtained 2nd class under National University from Govt. City College in the year 2006.
- Bachelor of Commerce: Obtained 2nd class under National University from Govt. City College in the year 2002.
- Higher Secondary Certificate (Commerce): Obtained 2nd division under Chittagong Board from Govt. City College in the year 1999.
- Secondary School Certificate (Social Science): Obtained 2nd division under Chittagong Board from Agrabad Govt. Colony High School in the year 1997.

### **Career Summary:**

#### **Employment History:**

- 1) **Sr. Manager (Finance & Accounts) at Saif Power Group from 22 January ,2020 to Onward.**

### **Job responsibilities**

- Preparation of financial statement and budget for the organization.
- Reviewing payables and receivables reports to ensure that accounts are accurately recorded and resolving all collection from the customers and payments to the vendors.
- Monitoring AIT and VAT deducted properly from supplier payment and from salary as per income Tax Law.

- Supervision of the treasury management activities.
- Co-ordination with other functional departments like-Factory operation, Sales & Marketing, Commercial, Supply chain, Business development etc.
- Verification of the inventory balances through performing periodic and physical counting. Coordination of the budget preparation and financial forecasts and report variances.
- Ensuring that systems, policies, and procedures adhere to the company policies while functioning with accuracy and timeliness.
- Supervising and leading the accounting team with a view to ensuring accuracy and timeliness of the financial information and books of accounts.
- Approving bills submitted by different parties, vouchers and monthly salary sheets, wages sheets and OT sheets of the concern.
- Reporting to the Management and performing any other responsibilities assigned by the Management from time to time.

**2) Manager (Group Accounts and Finance) at NEN Group from 8 August ,2017 to 20 June, 2018.**

**Job responsibilities**

- Preparation of the budget of various concerns and fund Management Reports.
- Preparation of monthly Profit and Loss accounts and Balance sheets for all units of the group.
- Confirming banks about various disbursements.
- Performing any other responsibilities assigned by the Management from time to time.
- Checking daily local purchase bills, all types of payment and receipt vouchers and confirming reconciliation of cash and bank books.
- Maintaining general ledger, accounts receivables, accounts payables and other records.
- Supervising and leading the accounting team with a view to ensuring accuracy and timeliness of financial information and books of accounts.

**3) I. Assistant Manager (Finance & Banking) at S.A Group of Industries from 15 April, 2015 to 23 June, 2017.**

**Job responsibilities**

- Resolving all collections from the customers and payments to the vendors.
- Preparation of the fund Management report and budget.
- Confirming banks about various disbursements.
- Maintaining different liability accounts.
- Maintaining accounts payables and other records.
- Confirming reconciliation of cash and bank books.
- Reporting to the Management and performing any other responsibilities assigned by the Management from time to time.

**II. Senior Executive (Costing) at S.A Group of Industries from 18 February, 2013 to 14 April, 2015.**

## **Job responsibilities**

- Preparation of the costing reports with co-ordination of all executory departments.
  - Presenting the variance report with reasons to the Management.
  - Regular basis center-wise cost analysis for cost controlling.
  - Understanding the requirements of Business & Management and creating structures to get data & reports accordingly.
  - Budgetary monitoring in all transaction levels of the Projects.
  - Maintaining all types of cost sheets, budgeted cost sheets.
  - Daily report analysis for further improvement.
- 4) **Executive (Accounts) at J.K. Shirts & Fabrics Ltd. from 7 November, 2011 to 31 January, 2013.**
- 5) **Executive (Audit) at Habib Group from 1 April, 2008 to 31 March, 2010.**

## **Key Qualifications:**

- Always seek to work out of my comfort zone to create new opportunities.
- Ability to work in a team environment.
- Working knowledge in IFRS (International Financial Reporting Standards).
- Theoretical knowledge on Income Tax Ordinance 1984, Companies Act 1994, Bank Companies Act 1991, Financial Institutions Act 1993, Securities and Exchange Ordinance 1969 and other Commercial Laws.
- Ability to conduct analytical review of financial statements.
- Ability to operate overall fixed assets management, inventory management and cash management.
- Knowledge of International Accounting Standards and Practice thereof in various organizations under different industries.

## **Computer Skills:**

- Working experience in Smart ERP, Tally and Dream Apps, SBL Dox Software.
- Microsoft Office Programs (MS Word, Excel ,PowerPoint and internet

## **Language Proficiency.**

I am proficient in English and Bengali both in written and spoken.

## **Personal Details:**

Father's Name	: Md. Abul Kashem
Mother's Name	: Rabeya Begum
Present Address	: House No. 57, Block -F, Road No-14, Boshundara Dhaka.
Permanent Address	: Village- Harala, Post Office - East Joara Upazila- Chandanaish ,Dist. Chattogram.
Contact No	: 01553246712 01823735712

E-mail Address : rashedul.895@gmail.com  
Sex : Male  
Date of Birth : 1st January, 1981  
Nationality : Bangladeshi  
Religion : Islam

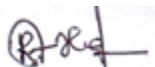
### **References:**

Name	M. Shaifur Rahman Mazumdar, FCA, FCMA	Mr. Md. Wahid Ullah, FCMA
Designation	Managing Director (Acting)	GM (Finance and Accounts)
Organization	Dhaka Stock Exchange Ltd.	Clifton Group
Address	Stock Exchange Building, 9/F, Motijheel C/A, Dhaka-1000,	4, Jubilee Road, Jiban Bima Bhaban (1st Floor), Chattogram, Bangladesh
Cell No	01819300404	01818-097504
E-Mail	coo@dse.com.bd	Accounts_wahid@cliftongroupbd.com

### **Declaration:**

Hereby, I declare that all the details given above are true on the best of my sense.

Signature,



Md. Rashedul Islam Rashed