


<p style="text-align: center;"><b>RESUME Of Mohammed Safiqul Kabir</b></p>	<p><b>KA-36 South Badda, Gulshan, Dhaka-1212</b> <b>Mobile-+88 01960893001</b></p> <p><b>E-mail- <a href="mailto:sqkabir@yahoo.com">sqkabir@yahoo.com</a></b></p>	
--	---	---

### Professional Information

#### Career Objective

Mid level management position particularly in the area of Finance and Accounts / Internal Audit having a career advancement opportunity in a reputed organization and development of a career that would provide me a challenging opportunity.

#### CA Certification

I have successfully completed Foundation Course held in January-June 2006 12<sup>th</sup> Batch under The Institute of Chartered Accountants of Bangladesh (ICAB).

#### CA Articleship

Article-ship under The Institute of Chartered Accountants of Bangladesh (ICAB) with **Islam Aftab Kamrul & Co.** Chartered Accountants. Course completed in 25<sup>th</sup> May 2010.

### Academic Information

#### # M. Com (Accounting)

Year: 2007  
Obtained Second Class

National University  
Govt. Titumir College

#### # B. Com (Hons)

Year: 2003  
Obtained Second Class

National University  
Jagannath College

#### # Higher Secondary Certificate – H.S.C

Year: 1998  
Obtained First Division

Dhaka Board  
Tejgaon College  
Commerce Group

#### # Secondary School Certificate – S.S.C

Year: 1995  
Obtained First Division

Dhaka Board  
Badda Alatunnesa School.  
Commerce Group

**Computer Background**

- ▶ Microsoft Office- Microsoft Word, Microsoft Excel & Advance Excel, Microsoft PowerPoint, Microsoft Access
- ▶ Accounting software-Tally.
- ▶ E-mail and Internet Browsing

**SAP-ERP User Training**

- ▶ SAP-ERP (FICO) user training course under the workforce Development program of Bangladesh Hi Tech Park Authority, ICT Division, Govt. of Bangladesh.

**Language Proficiency**

- ▶ Bengali- Excellent (Reading, Writing and Speaking)
- ▶ English- Excellent (Reading, Writing and Speaking)

**▶ Knowledge and Experiences:****A. Accounting Services:**

- Preparation of Financial Statements as per applicable rules and regulations and as per organizations accounting manual and to interpret the results of financial operations.
- Preparation and maintenance of books of accounts & registers.
- Preparation and checking vouchers, Bills, Reconciliation Statement etc.
- Preparation of Budget and Analyzing the Variances.
- Preparation of Chart of Accounts as per business model and nature of transaction.
- Reporting to the Management or Superior on significant financial events.
- Financial Analysis and Analytical Review of organizations financial information.
- Advising and assisting in preparation and maintenance of books of account.
- Product costing, Cash management, Banking. L/C opening & L/C costing.

**B. Audit Services:**

- Preparation of organizational profiles, audit strategy memorandum, risk analysis and preparation of internal control questionnaire.
- Updating audit program based on the nature, activities and financial involvement of the organization and preparation of operational flow chart.
- Discussion with the management about the audit issues and observations at the working level.
- Preparation and updating permanent audit file and current audit file.
- Submission of audit files to the audit manager for reviewing and to give explanations as per requirement.
- Assist to finalize the audit report as required by Partner.

## Job Experiences

I have been working at “**Mundipharma(Bangladesh) Pvt. Ltd.**” as an **Asst. Manager** Finance & Accounts from 01<sup>st</sup> January -2018 to till dated.

I have been working at “**Mundipharma(Bangladesh) Pvt. Ltd.**” as a **Sr. Executive** Finance & Accounts from 16<sup>th</sup> July - 2012 to 31<sup>st</sup> Dec. 2017.

### Major Job Responsibilities:

- **Monthly Financial statement Preparation**
- **Monthly variance Report as per overseas office requirement**
- **Monthly MIS Report as per overseas office requirement**
- **Tax, VAT calculation for party payment and related works**
- **Assistance with CFO to prepare and finalized yearly budget and analyses monthly budget variance.**
- **Inter Company Fund Monitoring, cash budget & Budgetary control, Daily fund utilization.**
- **Incentive Calculation of sales department.**
- **Monthly Physical Inventory taking & Verification.**
- **Payroll with tally & related works.**
- **Petty cash supervision.**
- **Maintain Party Ledger & Fixed Assets register**
- **Daily Required voucher (payment, journal, receipt, sales, purchase, inventory) posting by Tally ERP-9 software**
- **Bank related work & Monthly Bank Reconciliation with Tally.**
- **Monthly Cash flow statement preparation**
- **Bill & Vouchers checking & Monitoring payment procedures**
- **Invoice wise sale posting and Monthly purchase statement preparation.**
- **Supervision LC related works and other works of the team members**

### Previous job experience

- **Position:** In charge of ‘**Accounts & Admin’**
  - Maracaibo Investments Ltd. (Bangladesh Liaison Office)**  
renamed as **Cool Cat Asia Limited;**
  - MS Mode Asia Limited. (Bangladesh Liaison Office)**  
“Netherlands Based Multinational Company
- **Duration:** from 02<sup>nd</sup> May 2011 to 15<sup>th</sup> July 2012.

### Job rosters:

- **Prepare financial statements and reports for clients or company management.**
- **Record the amount of money spent and received daily by clients or company management, using computer cash-flow software.**

- Develop and check budgets.
- Recommend an appropriate tax structure for a client to use the most efficient way of holding tax assets.
- Ensure compliance with relevant legislation
- Give advice on a range of financial aspects of a business such as budgets, tax and cash flows.
- Analyze how well a business is performing financially.
- Review businesses' accounting procedures.
- Assist management with strategic planning and human resources (HR)
- Payroll related work
- Other MIS report as per overseas office requirement.
- Tax, VAT calculation for party payment and related work.
- All types of administrative works
- HR related work like attendance, Overtime calculation, Recruitment process.
- Maintain Petty Cash
- Supervision of housekeeping staff and others

I Worked at “**Aman Group**” as an **Executive (F & A)** from 1<sup>th</sup> March 2010 to 30<sup>th</sup> April 2011.

#### **Major Job Responsibilities:**

- Daily Required voucher posting.
- Bank related work & Bank Reconciliation
- Monthly Cash flow statement preparation
- Bill checking & Inter Company Fund Monitoring.
- Monthly Financial statement Preparation
- Maintain Fixed Assets register

#### **Personal Information**

<b>Personal Memorandum and Background</b>
---

**Name** : Mohammed Safiquel Kabir  
**Father's Name** : Mohammed Nabi Hossain  
**Mother's Name** : Mrs. Moriom Begom  
**Date of Birth** : 19<sup>th</sup> April, 1980  
**Contact Address** : KA-36, South Badda,  
 Gulshan, Dhaka-1212  
  
**Permanent Address** : Do  
**Home District** : Mymensingh  
**Contact Number** : +88 01960893001  
**E-mail Address** : [sqkabir@yahoo.com](mailto:sqkabir@yahoo.com)  
**Marital Status** : Married  
**Nationality** : Bangladeshi by Birth  
**Religion** : Muslim (Sunni)

**Reference**

**1. A K M Aftab-Ul Islam FCA**

**Principal Partner** : Islam Aftab Kamrul & Co.  
Chartered Accountants.  
Phone # 029553317

**Past President** : American Chamber of  
Commerce in Bangladesh (AmCham)

**Former Chairperson** : SME Foundation

**2. A K M Kamrul Islam FCA**

**Partner** : Islam Aftab Kamrul & Co.  
Chartered Accountants.  
Phone # 028061621,  
Mobile # 01819219523

**Director** : Sonali Bank Limited



-----  
Mohammed Safiqul Kabir  
Date: 23 Jan 2020  
Place: Dhaka.