



SALEH AHMMAD, FCMA

AREAS OF EXPERTISE

Financial Reporting

Loan [bank/NBFI]

management

Pricing & costing

Business development

Planning and forecasting

Project management

Book keeping

Team management

Internal Auditing & Risk
management

Balance sheet
management

Tax Planning

Management accounting

PERSONAL SUMMARY

A results driven, self-motivated and resourceful finance guy with a proven ability to provide key financial data, support and reporting to assist in key business decisions. Having excellent communication skill and able to build strong relationships both within and outside of a finance department as well as effectively communicating financial information to non-finance colleagues. Possessing strong financial control and reporting skills and rigorously ensuring that all statutory and corporate obligations are met.

Currently looking for a suitable position that offers variety and also opportunities to develop both personally and professionally.

WORK EXPERIENCE

Navana Batteries Ltd –Tejgaon I/A, Dhaka

Asst. General Manager (Finance & Accounts) December 2016 – Present

Providing effective financial leadership to a finance team, to enable strategic foresight into the business and also provide knowledgeable and accurate information to colleagues and senior management.

Duties:

1. Providing leadership, direction and management of the finance and accounting, and internal audit team;
2. Providing strategic recommendations to the CEO/Director and members of the executive management team;
3. Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting;
4. Advising on long-term business and financial planning;
5. Establishing and developing relations with senior management and external partners and stakeholders;
6. Reviewing all formal finance, HR and IT related procedures;
7. To handle the preparation of monthly, half-yearly, quarterly accounts for internal use as well as external use;
8. To handle the preparation of process costing report for the top management;
9. To prepare the financial feasibility for new investment as well as divestment;
10. To monitor the VAT & income tax related issues;
11. To manage the working capital management;
12. Any other task given by the management.

Labaid Group – Dhanmondi, Dhaka

Asst. General Manager (Finance & Accounts) January 2016 – December 2016

Providing effective financial leadership to a finance team, to enable strategic foresight into the business and also provide knowledgeable and accurate information to colleagues and senior management.

Duties:

1. Manage the fund & sourcing fund from Banks and financial institutes.
2. Overseeing all aspects of financial control in the business.
3. Providing financial, commercial and strategic support to the business.
4. Preparation of management information from source data.
5. Producing monthly management accounts, budgets, forecasts & VAT returns.
6. Presenting monthly results, budget variances and ad-hoc analysis.
7. Involved in Business Planning, P&L, Balance sheet & liquidity planning.

PROFESSIONAL DEGREES

Qualified FCMA

CA-Professional Level (5
subject completed)

CIMA,UK-Strategic Level
Case study

PERSONAL SKILLS

Analytical

Strong influencing skills

Accuracy

PERSONAL DETAILS

Saleh Ahmmad

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DOB: January 12, 1981

Nationality: Bangladeshi

8. Overseeing internal financial controls.
9. Recording of monies received and paid out.
10. Producing meaningful commentary and analysis of financial data.
11. Preparation and reporting of income and expense forecasts to senior management.
12. Developing, managing and motivating a team of finance professionals.
13. Reviewing new & existing business models and capital appropriation requests.
14. Worked as part of a multi-site/multi culture organisation.
15. Identify and develop controls and processes to ensure all risks and opportunities are highlighted.

Labaid Group – Dhanmondi, Dhaka

Asst. General Manager (Internal Audit) August 2013 – December 2015

Providing effective leadership to the internal audit team, to enable effective internal control for the business and also provide knowledgeable and accurate information to Managing Director.

Duties:

1. Examination and assessment of quality of the internal control systems efficiency and the corporate governance;
2. Examination of completeness and efficiency of the methodology of assessment of risks and risk management procedures (techniques, programs, rules, orders and procedures of performance of transactions, risk management);
3. Examination and assessment of internal controls over use of automated information systems, including control of integrity of databases and their protection against unauthorized access and/or use, existence of action plans for the case of extraordinary circumstances;
4. Examination of accuracy, completeness, fairness and timeliness of bookkeeping and accounting in order to ensure whether financial statements, management information and other reports are based on reliable database;
5. Examination of the applied techniques (methods) to ensure that the Firms property is used in a safe and effective way;
6. Appraisal of economy, efficiency and effectiveness of operations carried on by the Firm;
7. Development of objective and relevant recommendations for elimination of the defects and discrepancies identified in the course of audits, and monitor deadline and implementation quality of those recommendations;
8. Performance of special investigations, reviews and assessments initiated by the Managing Director, members of the Board of Directors and the senior management;
9. Provide consulting activity to management bodies of the Firm, heads of business units and employees,
10. Report any suspect fraud to the Audit Committee in a timely manner.
11. Monitoring the fixed assets management.
12. Monitor and evaluation of Pre & Post Audit,
13. Verification of all kinds of financial statements, cost accounting report, inventory etc.

Mollah Quadir Yusuf & Co- Chartered Accountant, Dhanmondi, Dhaka

Articled Student- August 2011 to July 2013

Area of work: Compliance audit, External audit, system/process review, organizational review, internal audit, management services (consultancy) and compilation.

Duties:

1. Audit planning and resource allocation of audit assignments based on ICAB audit manual;
2. Drafting and agreeing terms of engagement, management letters and other deliverables with the client;
3. Reviewing and commenting on internal control systems of corporate clients; performing system documentation, test of controls to ensure compliance with established processes by conducting walk through tests on the transaction cycle from initiation to reporting;
4. Motivating audit teams to adhere to My Client and deadlines;
5. Managing clients and interacting regularly with their offices;
6. Engaging in different roles in compliance and assurance assignments.

Opex & Sinha Textile Group-Kanchpur, Narayanganj.

Manager (Finance)- October, 2010 to July,2011

Duties:

1. Plan, monitor, supervise & control of funds received from head office & other sources and distribute this as per requirements of individual units/department under all units of Opex Group, Kanchpur.
2. Monitor, supervise and finalization of Import related bills for payment to Bank and other Institution.
3. Plan, monitor, supervises and finalization of Export related bills for collection from the Bank and other Institution.
4. Plan, monitor and control the salary & wages and other expenditures for 14 factories and concerned departments.
5. Supervise/preparation of budgets and analysis of the variances monthly basis.
6. Supervise and analysis of Monthly productivity and CM basis Income Statement & report to the Chairman & Team Leader.
7. Prepare monthly company wise financial statement.
8. Plan, monitor and control the Cash/Fund management.
9. Training and orientation for newly appointed officers, staff, and allocation of new assignment.
10. Develop the internal financial management system and procedures time to time.
11. Any other assignment as and when required by the management.

The Ibn Sina Pharmaceutical Industry Ltd.- Dhanmondi, Dhaka.

Executive (Accounts and Finance) - July, 2009 to September,2010

Duties:

1. Monthly product costing for Pharma & Unani.
2. Monthly export costing for Pharma products.
3. Raw materials & Packing materials valuation & purchase reconciliation of imported & local items financial ledger VS. store ledger monthly.
4. Reconciliation of batch wise total quantity output vs. finished goods statement.
5. Monthly work-in-process (WIP) cost allocation & reconciliation of quantity status for Pharma.
6. Calculation of product wise G.P. margin and prepare G.P. margin analysis.
7. RM & PM inventory aging report preparation of Pharma & maintaining PPIC.
8. Report on non-moving and slow-moving inventory for Pharma.
9. Calculation of BEP for launching of new product.
10. Over all monitoring & supervision of store personnel.
11. Monitoring the payment of local procurement of RM & PM.

KEY SKILLS AND COMPETENCIES

- Ability to combine strong business acumen with effective management skills.
- Experience of consolidations and reporting.
- A sound understanding of the month end process.
- Ability to thrive within a fast-paced business environment.
- Organised with excellent attention to detail.

TECHNICAL SKILLS AND COMPETENCIES

Microsoft Office, C++, ACCPAC, ASSYS, TALLY.ERP9, HIS (Hospital ERP), ERP Software for Pharmaceuticals.

LANGUAGE SKILLS

English: Fluent in Writing, Speaking, Reading, and Listening.
Bengali: Vernacular.

PROFESSIONAL QUALIFICATION:

Degree	:	FCMA (Fellow Member of the Institute of Cost & Management Accountant of Bangladesh).
From	:	The Institute of Cost & Management Accountants of Bangladesh (ICMAB).
Membership No	:	F-996 (Membership Date: November 28, 2019) [ACMA # A-1077 (Membership Date: September 19, 2010)].
Degree	:	CA-Knowledge Level Completed & 5 Subject in Professional Level.
From	:	The Institute of Chartered Accountants of Bangladesh (ICAB).
Name of Firm & Principal	:	Mollah Quadir Yusuf & Co (Principal: Mr. M A Quadir Mollah FCA) (Two years Articled Ship Completed (CC))
Degree	:	CIMA-Strategic Level (Case Study)
Result	:	Appeared
From	:	Chartered Institute of Management Accountants (CIMA),UK

ACADEMIC QUALIFICATION:

Masters of Commerce focus in Management,
Jagannath University, Dhaka , Year: 2003 - 2004 (Examination held in 2007)
Reward : Second Class

Bachelor of Commerce (Pass)
National University, Bangladesh, Year: 2000 -2001 (Examination held in 2003)
Reward : Second Division.

Higher Secondary Certificate, focus in Commerce
Board-Intermediate & Secondary Education Board, Dhaka.
Year: 1997 - 1998 (Examination held in 2000)
Reward: Second Division.

Secondary School Certificate, focus in Science
Board-Intermediate & Secondary Education Board, Dhaka.
Year: 1995 – 1996 (Examination held in 1997)
Reward: Second Division.

PROFESSIONAL TRAINING:

Training Title	Topic	Institute	Year	Duration
Digital Finance	Strategic Finance	Naresuan University,Thailand	2018	3 days
Servant Leadership	Strategy & Leadership	RBS Leadership Foundation, Kathmandu, Nepal	2017	2 days
C++	Programming Language	New Horizons, Dhaka	2016	3 months
Leading Through Change; Strategic Leadership & Change Management	Strategy & Change Management	SAPiEN, Strategy & Consulting & Research	2016	2 days
PC Hardware Maintenance & Troubleshooting	Computer Hardware	Karmayoga Sangtha, Dhaka	2007	3 months

OTHERS INFORMATION:

Fathers Name	:	Abdus Satter
Mothers Name	:	Noor Nahar Begum
Religion	:	Islam
Nationality	:	Bangladeshi
Marital status	:	Married
Date of birth	:	12 th January, 1981
Blood Group	:	A +
Permanent Add.	:	68,Ramgopalpur, Rekabibazar, Mirkadim Pourasava PS+Dist: Munshigonj-1501.

REFERENCES –

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	Mr. Jamal Ahmed Choudhury, FCMA	Monjur Md. Shaiful Azam FCMA
Organization	Beximco Pharmaceuticals Ltd.	Sysmark Limited
Designation	Executive Director- Accounts & Finance	Managing Director
Address	19 Dhanmondi R/A, Road #7, Dhaka 1205.	25 (2nd Floor), Lake Circus, Kalabagan Dhaka-1205, Bangladesh
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Relation	Professional	Professional

I certify that all information stated in this resume is true and complete to the best of my knowledge. Understand that the giving of false or incomplete information may guide the negative response of my application.



(Saleh Ahmmad)