**Md. Emdadul Haque, CMA, ACA**

House No-A26, Flat No-4B

Road No 01, Mahanagar Project

Rampura, Dhaka, Bangladesh.

Cell No: 01917-363754 & 0173-0337871

e-mail: emdad\_8129@yahoo.com

**CURRICULUM VITAE**

***Career Objective***

To become a trustworthy professional where my knowledge, capabilities, skills, confidence, honesty, attitude to take challenges, and commitment to achievement can provide me with a great opportunity to contribute to the exigent world. I have a passion to work at a place where I feel tested, and that brings out the best in me.

***Career Summary***

* Qualified as Chartered Accountant in ICAB examination held in session Nov-Dec 2016.
* More than 10 years’ experience in Finance & Accounting, Audit, Tax, VAT, and Reporting.
* Functioning knowledge in BFRS/IFRS (International Financial Reporting Standards) & BSA/ISA (International Standard on Auditing), Tax (VAT/ Customs Duty/ Income Tax) & Reporting.
* Played lead role for the completion of different projects- ERP upgrade, VAT automation, Master data upgrade, Fixed Assets verification and tagging, General Ledger reconciliation, Implementation of Process review proposal by group reviewer (ongoing), etc.
* Professional Skill

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| * Account & Finance Management * Audit & Assurance * Tax & VAT Management * Strong business communication * Team Management * Solution and Process Design | * **Analytical / Problem Solving Skills** * Pro-active, Team Player and Result Oriented * Good communication and presentation skills, public relations, public dealing, and documentation abilities * Deep experience to Forecast & OP * **Experience of working with ERP/SAP and Sparkling for MS Excel** |

***Career Achievement***

* Played role as finance in-charge and company secretary in Brunei for Butra HeidelbergCement Sdn Bhd
* Played role as finance in-charge in Quarterly Management Meeting (QMM) in Singapore with Group Chairman and Chairman of APAC for Butra HeidelbergCement Sdn Bhd
* Have been preparing Annual Accounts for HeidelbergCement Bangladesh Limited since 2013
* Have been preparing forecast financial statement, plan financial statement, and presentation for Management Meetings for HCBL since 2012 under the direct supervision of Chief Financial Officer
* Have been preparing proficiently and filled successfully income TAX return to LTU (Large Tax Payers Unit) for HeidelbergCement Bangladesh Limited since IY 2013-2014 and HeidelbergCement enjoyed audit and assessment free tax return from IY 2013-14 to IY 2016-17
* **28th BCS Qualified, Information Cadre, Registration No: 064702**

***Academic Achievements***

* Recipient of Government Scholarship in SSC, HSC.
* University Scholarship Recipient for MBA Result.

***Professional Qualifications***

* Qualified as Chartered Accountant in ICAB examination held in session Nov-Dec’ 2016
* Chartered Accountancy Article Period Completed under the direct supervision of Mr. Dr. Jamal Uddin Ahmed FCA, Partner, Hoda Vasi Chowdhury & Co, Chartered Accountants, under the article in accordance with the Institute of Chartered Accountants of Bangladesh (ICAB) bye-laws for February 1, 2009-January 31, 2012
* Qualified as Certified Management Accountant in ICMA Australia on 11 September 2020
* Income Tax Practitioner as per rule 37 of Income-tax Rules, 1984. Registration No 12628, Dated 31.03.13.

***Employment Record***

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| **EMPLOYER 1** | |
| **Name and address of the company: Heidelberg Cement Bangladesh Ltd.**  "Symphony" Plot No: SE (F)9, Road No: 142, South Avenue, Gulshan - 1, Dhaka -1212. PABX: 880-2-58811691, Ex.114 | |
| **Period:** Jan 2018 to Till Now | **Position:** Senior Manager-Finance  In charge of the Shared Service Centre (SSC)  Company Secretary |
| **Period:** Jan 2015 to December 2017 | **Position:** Manager-Finance |
| **Period:** June 2012, to Dec 2014 | **Position:** Assistant Manager |
| **Main fields of activity of the employer**  **Secretarial Roles, Responsibilities, and Duties**   * Maintain the Company’s statutory registers of members, directors, and directors' interests; * Ensure that the statutory forms are filed promptly & properly; * File relevant copies of resolutions passed and agreements with the Registrar of Joint Stock Companies; * Safeguard and protect the interests of the Company at all levels, especially compliance with the relevant statutory requirements; * On approval of the Board of Directors:  1. Convene Board or Shareholders’ meetings in time; 2. Sign notices of such meetings; 3. Prepare the relevant agenda and board documents; 4. Send annual reports to shareholders; 5. Prepare minutes of the meeting accurately and in a timely fashion; 6. Ensure that the requisite quorum is present for a Board or Shareholders meeting.  * Be the investor relations officer for the Company.   **Audit & General Accounting:**   * Preparation of annual financial statements and coordination with the external auditor; * Review & Reconciliation of all ledger account balances; * Coordinate with auditors providing all required support and financial information.   **Tax & VAT-**   * Responsible to legally minimize tax liabilities through the informed application of tax laws and regulations; * Provide advanced tax planning and review various income tax returns; * Manage and coordinate tax audits; Improve processes by developing or implementing best practices; * Manage reconciliation Advance Income Tax, Withholding Tax, and Employee Tax with Accounts; * Prepare all tax papers regularly and handle all information data requests; * Review-Reconciliation of VAT current account with ledger; * Compliance of VAT ACT and Laws for VDS, Vat Rebate Adjustment, and Account Current Etc.   **Accounts Payable**   * Review & Verify vendor master data; * Review all invoices for appropriate documentation and approval before payment & Prioritize invoices according to cash discount potential and payment terms; * Monitor accounts to ensure payments are up to date- ensures timely payments of vendor invoices and expense vouchers and maintains proper records and control reports; Correspond with vendors and respond to inquiries; * Produce monthly reports for payment, aging schedule, and accounts payable balance; * Assist with month-end closing.   **Accounts Receivable**   * Review & verify customer master data * Verification of customers’ commission -monthly * Calculate and post receipts to appropriate general ledger accounts and verify details of transactions, such as funds received and total account balances * Work with collections personnel to verify the status of delinquent accounts and solicit payments on overdue     **Reporting:**   * Compiled and prepare monthly KPI, OCR, and Clinker Incorporation Report for the group * Prepare Monthly Report and delivered to Management-Fixed Cost Report, MRR & MIS Report, Power Cost report, and staff cost report with cost center * Compile, prepare, and profitability analysis report monthly.   **Direct Job with CFO:**   * Assist to CFO in preparing Planning and Forecasting the operational results. * Prepare Quarterly Management Meeting (QMM) template and financial analysis for the group Management Committee. | |

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| **EMPLOYER 2** | |
| **Name and address of the company:**  **Butra HeidelbergCement Sdn Bhd**  Lot 3, Serasa Industrial Area, Muara BT 1723, Brunei Darussalam, Tel +673-2771395-8 | |
| **Period:** June1,2017– Dec,2017 | **Position: In charge-Finance** (OIC-Deputation) |
| ***Main fields of activity of the employer***   * **Overall Responsibilities and accountabilities for the Department of *Finance, procurement and company secretary*-**  1. Preparation of monthly, quarterly, and annual accounts; 2. Check & final approval of all expense and revenue including Capex; 3. Review & Reconciliation of all ledger accounts; 4. Review and control day to day transaction for procurement, finance & weighbridge; 5. Preparation of Operational planning for 2018 and presented to the Board for approval; 6. Preparation Quarterly Management Meeting (QMM) template and financial analysis for the group chairman; 7. Preparation and analysis of forecast financial statement; 8. Preparation of financial and reading material for the members of the board; 9. Played a role finance in-charge and company secretary in the board meeting (Two board meeting);  * Coordinate with auditors providing all required support and financial information. | |

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| **EMPLOYER 3** | |
| **Name and address of the company:**  **Emerging Credit Rating Ltd.**  Shams Rangs, House 104, Park Road, Level-A1, A2 & A5, Baridhara, Dhaka-1212 Tel: +880 2 986 0911, +880 2 986 0897, email : info@emergingrating.com | |
| **Period:** March 18, 2012 – June 04, 2012 | **Position:** Senior Finance Officer |
| ***Main fields of activity of the employer***   * Preparation of Bank Reconciliation Statement, Financial Statements; * Recording, Analyzing, Summarizing, Posting the economic transactions; * Documentation of Transactions & Vouchers, Accounts Receivable and Payable Reconciliation; * Compliance Income Tax Ordonnance 1984 in case of TDS, Filling return of Withholding Tax; * AIT, Salary Tax and Other tax calculation; * Forecast daily cash requirements and execute daily financing decisions. | |

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| **EMPLOYER 4** | |
| **Name and address of the company:**  **Hoda Vasi Chowdhury & Co**  BTMC Bhaban (8th floor), 7-9 Karwan Bazar, Dhaka -1215. | |
| **Period**  February 1, 2012– March 15,2012  February 1,2009-January 31,2012  November 01, 2008-January 31,2009 | **Position**  Senior Executive  CA Article  Audit Assistant (Provisional) |
| ***Main fields of activity of the employer***  Planning, coordinating, supervising, and finalizing audit, taxation, and accounting assignments and also involved in various business advisory service, management consultancy, and corporate financial matters for providing value-added client services to local and multinational organizations, Manufacturing, Banks, Leasing company, Insurance, NGOs, etc. either Job-in-charge or senior actively involved in providing services to the clients. | |

***Educational Qualifications***

**MBA-2006:**Department of Accounting & Information Systems, **University of Dhaka**, CGPA-3.60 out of 4 with a university scholarship.

**BBA-2005:**Department of Accounting & Information Systems, **University of Dhaka,** CGPA-3.68 out of 4.

**HSC-2001:** Business Studies Group, Dhaka City College, Dhaka Board, Obtained First Division (Marks-782 out of 1000) with Board scholarship.

**SSC-1999:**Humanities Group, Pingolia S. S. Madrasah, Madrasah Board, Obtained First Division (Marks -799 out of 1000) with Board scholarship.

***Key Training & Workshop***

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| **Training Title** | **Topic** | **Institute/Trainer** | **Country** | **Year** | **Duration** |
| Presentation Skills for Adults | Communication principles, listening with attention and focus, Asking insightful questions, voice tone, and body language, Tips on writing and conclusion | Articulation  A Division of Rhymin & Partners | Brunei Darussalam | 2017 | 36 hours |
| Safety Leadership Workshop | How to persuade others to work safe and injury-free, balance motivation and consequences for noncompliance to drive exceptional act,  roles, and responsibilities, etc. | EQS Asia Pte Ltd | Singapore | 2017 | 16 hours |
| ISO Training | Transition to ISO 9001:2015 & ISO 14001:2015 | EQS Asia Pte Ltd | Singapore | 2017 | 8 hours |
| Team Building Boot CAMP | Different Activities for enhancement of team building | Touheed Hossain | Bangladesh | 2014 | 18 hours |

***Professional Experiences***

Responsible for planning, coordinating, and overall supervision of consulting, auditing and assurance assignments, drafting audit reports, and finalizing financial statements of the audited entities. Some of the professional assignments involved-in are enumerated below:

* + Functioning knowledge in BFRS/IFRS (International Financial Reporting Standards).
  + Knowledge of Income Tax Ordinance 1984, Companies Act 1994, Bank Companies Act 1991, Financial Institutions Act 1993, Securities and Exchange Ordinance, 1969, and Business Laws.
  + Perform analytical review of financial statements.
  + Familiar with internal control requirements in different environments.
* Expert knowledge in compliance and implementation of International Accounting Standards and Practice in various organizations.

***Language Proficiency***

**Language & Proficiency: Speaking Reading Writing**

Bengali Fluent Excellent Excellent

English Fluent Excellent Excellent

***Extra-Curricular Activities***

Radio Anchoring (Bangladesh Betar), writing & poem recitation

***Personal Details***

**Father** : S.M. Mohsin Ali

**Mother** : Asia Mohsin

**Religion** : Islam (Sunni)

**Sex** : Male

**Marital Status** : Married

**Nationality** : Bangladeshi by birth

**Date of Birth** : 1st March, 1985

**Blood Group** : 0+

**Permanent Address** : Pingolia, Kashiani, Gopalgonj.

***References***

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| **Mr. Sabbir Ahmed, FCA**  Partner  Hoda Vasi Chowdhury & Co.  BTMC Bhaban, 7-9 Kawranbazar, Dhaka-1215  Contact no: +880 1730434444  email: sabbir@hodavasi.com | |  | | --- | | **Dr. Jamaluddin Ahmed, FCA** | |  | | |  | | --- | | Chairman, Emerging Credit Rating Ltd. |   Former Director, Bangladesh Bank | | 104, Park Road, Level-A1, A2 & A5, Baridhara, Dhaka-1212.  Cell: 01833330000  email: jamal@emergingrating.com | |

**Certification**

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this biodata correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.



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Md. Emdadul Haque