

**Contact Address:**

General Manager (Accounts)

Ha-Meem Group.

387, TML Building

Tejgaon I/A, Dhaka-1208

Cell # 01716-549530

**E-mail:** sbhossaindu@gmail.com

**Curriculum Vitae**

**of**

## Sk. Bellal Hossain, FCA

**Professional Information**

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| **Career Objective** | **:** | To develop a career in a renowned organization with a position that promises structural career advancement and opportunity to work in a broad spectrum providing ample scope to exercise creativity and analytical skills. |

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| **Experiences** | **Sl.** | **Organization Name** | **Designation** | **Tenure** |
| 1. | **Ha-Meem Group** | **General Manager**  **Accounts** | From 01st September 2018 to till now |
| 2. | **Abul Khair Steel Products Ltd.** | **Senior Manager**  **Finance & Accounts** | From 24th October 2011 to 25th August 2018 |
| 3. | **ACNABIN**  **Chartered Accountants** | **Articled Student** | From 05 October 2008 to 04 October 2011 |
| 4. | **ACNABIN**  **Chartered Accountants** | **Intern** | From 01 July 2008 to 30 September 2008 |

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| **Achievement** | : | * Successfully implemented Oracle Business Suite in various business functions in Steel business which enables us to save significant time to manage company resources and internal control. * Implement KPI concept in the group to trace key performance and their measurement that really impact the performance in various matters of the organizations. * Initiative to launch cost effective program with annual valuation of different departments in order to giving rewards * Contribute in preparing standard budget for the organization so that proper execution and control is established. |

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| **Professional Qualification** | **:** | Fellow Chartered Accountant (FCA)  Enrollment. No. 1317  Qualified Professional Examination - III (PE-III)  Articleship Period: 05th October 2008 to 04th October 2011  Session: May-June 2011  Institute of Chartered Accountants of Bangladesh (ICAB) |

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| **Graduation & Post Graduation** | **:** | Degree  Subject Name  Institution  Degree  Subject Name  Institution | **:**  **:**  **:**  **:**  **:**  **:** | Masters of Business Administration (MBA)  Accounting & Information Systems (AIS)  University of Dhaka  Bachelor of Business Administration (BBA)  Accounting & Information Systems (AIS)  University of Dhaka |

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| **Reporting Line** | **:** | 1. Group Consultant (GC) 2. Executive Director (ED) |

**Professional Experiences:**



**General Manager, Department of Accounts, Ha-Meem Group**

**Period: 01 September 2018 to till present**

**387, TML Building, Tejgaon I/A Dhaka-1208**

**Major Job Responsibilities:**

* Preparefinancial statements as per deadline of the management of all exporting division, washing division, accessories division & other divisions.
* Prepare also monthly, quarterly, half-yearly and yearly financial statements for proper decision making.
* Prepare details variances analysis in every month for proper controlling the monthly expenditures.
* Oversee trend analysis of different type of expenditure as well as suggest correctives for improvement.
* Prepare different kinds of financial reports as per internal management requirement.
* Responsible & Coordinate Corporate Reporting Team (CRT) for the preparation of monthly management information system (MIS) of all concerns of Ha-Meem Group.
* Responsible to follow up intercompany liability status/Trade Receivable Status/Bill Receivable Status/Back to Back liability Status continuously with appropriate reconciliations.
* Preparation of financial model before taking any further investment plan by the higher management.
* Continuous monitoring of unhealthy business concern & prepare special reporting on that concern to the Board of Directors.
* Responsible to monitor closing inventory valuation i.e Work in Prgress (WIP), Finished Goods (FG), Store & Spares at the end of month considering at each stage of production.
* Initiative to formulate style wise washed chemical costing along with comparison of pre cost and post cost per pieces of garments
* Prepare different kinds of financial reports as per internal management requirement.
* Regular follow up departmental work in order to uses resources while maintaining high level of efficiency.
* Responsible to reorganize fixed assets management by developing details register for the entire Ha-Meem Group.
* Responsible to approve fund of all units against the requisition raised by the factory accounts department regularly.
* Participate monthly Board meeting regarding operational & financial review as arranged by management.



**Senior Manager, Department of Finance & Accounts**

**Period: 24th October 2011 to 25th August 2018**

**Abul Khair Steel Products Ltd**

**D.T Road, Pahartali, Chittagong.**

**Major Job Responsibilities:**

* Implement financial planning, operational guidelines and ensure compliance. Plan, develop and ensure financial record keeping and regular & periodic reporting as per requirement
* Preparation of financial statements at the closing of each month & report to higher management according to timeline.
* Leading accounts and finance team by ensuring the overall effectiveness and efficiencies of the accounts department.
* Develop and maintain systems of internal controls to safeguard assets of the organization. Monitor all procurement and payroll activity.
* Responsible to prepare monthly KPI report for each department as well as conduct a presentation session in front of Board of Directors.
* Monitor and review ERP Finance module, Manufacturing module, Sales module, Inventory module system so that proper accounting can be accomplished monthly as well as yearly.
* Responsible to prepare thickness wise overhead costing at the end of each month in order to fixing price & other decision also.
* Identify areas of inefficiency, areas of potential cost reduction and take necessary initiatives to improve.
* Participate in key decisions as a member of the executive management team.
* Monitoring and analyzing departmental work to develop more efficient procedures and use of resources while maintaining a high level of accuracy
* Monitor and review the level of stores & Spares, finished goods (FG), work in progress (WIP) inventory value very closely in regular basis.
* Taking initiative to work with procurement team so that overall cost can be kept within the expected range.
* Prepare monthly budget as well as yearly budget for the steel business unit in details by capturing the cost center also.

**Work Experiences:**

**(Before becoming Associate Chartered Accountant (ACA) from the period 05th October 2008 to 04th October 2011)**

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| **Experiences** | **:** | * To select an effective audit team and to brief them about the assignment * To prepare organizational profile, audit strategy memorandum, internal control questionnaire * To identify nature and extent of analytical procedure and substantive procedure, to perform walk through test and select materiality level * To update audit program based on the nature, activities and financial involvement of the organization and to prepare operational flow * To discuss with the management of the client about audit issues and observations * Acting as In-charge of various audits and advisory services * Reporting to the engagement managers and engagement partner * Conducting audit of various listed and non-listed entities as well as supervising the overall conduct of audits * Preparation of audit report * Reporting internal control deficiencies to client management.   Some of my audit and consultancy assignments at ACNABIN have been furnished in **Annexure-A.** |
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| **Language**  **Proficiency** | **:** | * English-Standard * Bangla-Standard |
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| **Computer**  **Literacy** | **:** | * Proficiency in Microsoft Word, MS Excel, MS Power Point * Capable to work under LAN Environment * Sound knowledge on Internet operation |
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| **Hobbies & Interest** | **:** | * Travelling * Reading Books * Watching movies * Playing Cricket & Football |

**Academic Information**

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| **Degree** | **Major** | **Result** | **Institute** | **Session** |
| Master of Business  Administration | Accounting and Information Systems | 3.94  (on 4-point scale) | University of Dhaka | 2006  (Held: 2008) |
| Bachelor of Business Administration | Accounting and Information Systems | 3.78  (on 4-point scale) | University of Dhaka | 2005  (Held: 2007) |
| Higher Secondary Certificate | Business Studies | 1st Division | Satkhira Govt College, Satkhira | 2000 |
| Secondary School Certificate | Business Studies | 1st Division | Nalta High School, Satkhira | 1998 |

**Personal Information**

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| **Personal**  **Memorandam &**  **Background** | **:** | **Father’s Name**  **Mother’s Name**  **Date of Birth** | : Sk. Abdul Wahab  : Mrs Johra Khatun  : 05 January 1981 | |
| **Permanent Address** | **:** | **Holding #** 12  **Ward #** 02  **Road #** 19  **Village:** Monzitpur  **Post Office:** Satkhira  **Police Station:** Satkhira  **District:** Satkhira | | |
| **Blood Group**  **Religion**  **Height** | **:**  **:**  **:** | AB (+) Islam 5.6” | | |
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| **Nationality** | **:** | Bangladeshi by birth | | |
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| **Marital Status** | **:** | Married | | |
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| **References** | **:** | **Md. Rokonuzzaman, FCA**  Partner  ACNABIN  Chartered Accountants  BDBL Bhaban (13th Floor)  12, Kawran Bazar C/A, Dhaka-1215.  Phone # 880-2-8144347-52 | | **Md. Mahbubur Rahman Bhuyian, FCA, FCMA**  Deputy General Manager  Finance & Accounts  Abul khair Steel Products Ltd (AKSPL)  D.T Road, Pahartali,  Chittagong, Bangladesh  Cell # +88 01911 698008 |

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**Sk. Bellal Hossain, FCA**

**Annexure-A**

**Audit and Consultancy Assignment at ACNABIN**

**A. External and Statutory Audit:**

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| **Sl. No.** | **Organization Type** | **Name of the Organization** |
|  | Bank, Insurance and Financial Institution | * AB Bank Ltd. * Basic Bank Ltd. * Jamuna Bank Ltd. * Jamuna Bank Capital management Ltd. * Islami Bank Bangladesh Ltd. * DBL Securities Ltd. * Bangladesh Development Bank Ltd. * Habib Bank Limited * Trust Bank Limited |
|  | Foreign Mission, Donor Agency and Non Profit Organization | * Campaign for Popular Education * Nayantara Communication Ltd. |
|  | International Hotel | * Radisson Water Garden Hotel |
|  | Others | * Sena Hotel Developments Limited * Army Welfare Trust * Campaign for Popular Education * Cashlink Bangladesh Limited * Electronic Transaction Limited * Spa Ovation (Pvt.) Limited * Centre for the Rehabilitation of the Paralysed |

**B. Consultancy:**

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| **Sl. No.** | **Organization Type** | **Name of the Organization** |
| 01. | Manufacturing Concern | * Assets Developments and Holding Ltd. |
| 02. | Bank, Insurance and Financial Institution | * DBL Securities Ltd. * AB Bank Limited |
| 03. | Telecommunication | * Orascom Telecom Bangladesh Ltd. |
| 04. | International Hotel | * Radisson Water Garden Hotel |
| 05. | Others | * Bangladesh Cricket Board * Sena Hotel Developments Limited * Asiatic Marketing Communications Ltd |