***RESUME OF***

**Md. Saiful Islam**

Mostafa Index

10/E-A/, Modhubag (Flat: A-4),

Hatirjheel Road, Moghbazar, Dhaka- 1217.

Mobile No. +8801713-276217

Emil ID. [saiful2k8@gmail.com](mailto:saiful2k8@gmail.com)

***Career summary***

Dedicated auditing professional with over **17** years of extensive experience in well reputed group of industries. Recognized as an exceptional performer with strong inventory management, risk assessments, data analysis and problem solving. Conceptual thinker successful at conceptualizing the bigger financial picture and refining business process.

***Key skills***

* Cost control
* Analytical, computer and

Coordination skills

* Process improvement
* Cash Management
* Staff development

* Inventory management
* Effective problem solver
* Team leadership

***Employment experience***

1. **Name of organization : SEBL & DX GROUP-XIAOMI BANGLADESH.**

(Manufacturing, Trading and Retail Chain business)

Location : House # 07, Road # 54/A, Gulshan - 2, Dhaka-1212.

**Current position : Assistant General Manager-Head of Internal Audit**

Duration : June 2019 to present.

***Responsibilities:***

* Developing, implementing, monitoring, and reviewing risk-based audit programs of the Group
* To setting standard operating procedure for different financial areas/operations
* Determine areas of improvement for cost control and initiate changes
* Conducting regular audit FMCG factory, Brand Retail Shops-Device & ECO, Central ware house-Device & ECO, Authorized Service Center-after sales service, Pharma Retail shop, Solar Mini Grid (SMG) audit, Digital Agency and verify their all documents and finalize their audit reports and follow up activities in an effective, professional and timely manner.
* To perform physical inventory on **105 Brand Shops, Center ware house** through scanning and **13 ASC,** **Pharma Retail shop** for control the inventory management and also cash management.
* To visit different Brand Retail Shops-Device & ECO, Central ware house-Device & ECO, Authorized Service Center-after sales service, Pharma Retail shop, Solar Mini Grid (SMG) over the country with team members to follow up activity and to increase individuals’ performance and set realistic improvements goals.
* Pre-audit of all kinds of bill vouchers and also Payroll.
* To analyze of local procurement procedure
* Managing and supervising teams of consultants and internal resources.
* Monitoring effectiveness of implemented audit recommendations
* To check administrative expenses (Like as; Travel allowances, shops/power grid expenses bills, fuel cost, monthly sales forces TA/DA etc.)
* Perform any task required and assigned by the Managing Director and CEO
* To prepare report and submit to the management regularly.

1. **Name of organization : APEX FOOTWEAR LIMITED**

(Manufacturing, Export & Retail Chain Business)

Location : House # 06, Road # 137, Block # SED, Gulshan - 1, Dhaka.

**Position hold** **: Manager-In charge (Internal Audit)**

Duration : April 08, 2012 to June 08, 2019

***Responsibilities:***

* Developing, implementing, monitoring, and reviewing risk-based audit programs.
* Conducting regular Outlets, Depots, CDC and Factory (02) audit, verify their all documents and finalize their audit reports and follow up activities in an effective, professional and timely manner.
* To perform physical inventory on **263 Retail Outlets & 12 Wholesale Depots, CDC** through scanning **and also Factories** for control the inventory management.
* To visit different outlets, Depots, CDC & Factory over the country with team members to follow up activity and to increase individuals’ performance and set realistic improvements goals.
* Managing and supervising teams of consultants and internal resources.
* Determine areas of improvement for cost control and initiate changes
* To setting standard operating procedure for different financial areas/operations
* Monitoring effectiveness of implemented audit recommendations
* Pre-audit of all kinds of bill, payroll and also employee final settlement
* To analyze of local procurement procedure
* Ageing stock analysis
* To check administrative expenses (Like as; Travel allowances, outlets/depots bills, fuel cost, monthly sales forces TA/DA etc.)
* Surprise market visit for rate verify and quality ensure
* Operational/Business - Crisis/Load management (like as; TS checking during festival, Armed robberies/Theft)/ Fire etc.)
* To check all kind of marketing promotional Campaign
* Perform any task required and assigned by the Managing Director and Board of Audit Committee.
* To prepare report and submit to the management regularly
* To prepare report and submit to the Board of Audit Committee quarterly

1. **Name of organization : MEGHNA GROUP OF INDUSTRIES-FRESH**

(Manufacturing company)

Location: House # 15, Road # 34, Gulshan - 1, Dhaka.

Position hold : Assistant Manager (Audit)

Duration : February 05, 2007 to April 05, 2012

1. **Name of organization : DANDY DYEING LIMITED**

Location : 34/1, Paribagh (3rd & 4th Flr), Sonargaon Road, Dhaka.

Position hold : Executive (Audit)

Duration : April 03, 2005 to January 27, 2007

1. **Name of organization : HAQUE GROUP OF INDUSTRIES**

Location : 85/A New Eskaton Road, Dhaka.

Position hold : Internal Auditor

Duration : February 03, 2004 to March 30, 2005

***Academic/Professional background***

**CA (Course Completed):**

* + Name of Firm : Mollah Quadir Yusuf & Co.
  + Name of Institution : Institute of Chartered Accountants of

Bangladesh (ICAB)

**Master of Business Administration (MBA.):**

Name of Institution : Manarat International University

Major : Banking & Finance

CGPA : 3.57 out of 4. Year of Passing: 2010.

**Master of Commerce (M.Com.):**

Name of Institution : Jagannath University.

Subject : Management

Division/Class : 2nd Class. Year of Passing: 2001.

**Bachelor of Commerce (B. Com Hons.):**

Name of Institution : Jagannath University.

Subject : Management

Division/Class : 2nd Class. Year of Passing: 2000.

**Higher Secondary Certificate (H.S.C):**

Name of Institution : Ekota College.

Name of Board : Jessore Board.

Group : Commerce.

Division/Class : 1st Division. Year of Passing: 1997.

**Secondary School Certificate (S.S.C)**

Name of Institution : Uday Pur Muslim Akhand High School.

Name of Board : Jessore Board.

Group : Science.

Division/Class : 1st Division. Year of Passing: 1995

***Training summary***

* + Training Title : Internal Audit & Control Environment
  + Name of Institution : Institute of Chartered Secretaries of Bangladesh
  + Topic : Introduction to Internal Audit & Control Environment,

Internal Audit, Audit Planning, Controlling and

Documentation, Evidence, Frauds and Errors,

Internal Control & Verification, Audit Committee &

Its function.

* + Duration : March 08-09, 2013

***Computer literacy***

Have good knowledge on the following Software-

* Microsoft Office-Word, Excel, Power Point,
* IFS, ERP (Tally), POS Master, Email….

***Language skill***

* Bengali – native
* English good in writing and speaking

***Personal information***

**Name : MD. SAIFUL ISLAM.**

Father’s Name : Md. Hasan Ali Bepary.

Mother’s Name : Mrs. Salina.

Mailing Address : 590/B, Madhubag (flat-3C), Moghbazar, Dhaka-1217.

Permanent Address : Vill: Raton Pur, P.O. Dhormogonj.

P.S. Mehendigonj, District: Barisal.

Contract number : 01713-276217, 01700993332

Date of Birth : August 05, 1980.

Marital Status : Married.

Religion : Islam (Sunni).

Nationality : Bangladeshi.

Blood Group : A+ve

Interest in : Swimming. Fishing, & Sports mainly Cricket.

***References:***

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| --- | --- | --- | --- |
| Name | : | Pradip Kanti Saha |  |
| Organization | : | Experience Group-UK |  |
| Designation | : | Executive Director |  |
| Mobile | : | +8801711864796 |  |
| Relation | : | Professional |  |

Place:Dhaka

Date: 23/02/2021 Signature