Ahmed Yusuf **Mozadded**, ACA, MPA

Address: 110/1 Middle Pirerbag, Mirpur, Dhaka-1216

Mobile: 01533745447

E-mail: [aymozadded@yahoo.com](mailto:aymozadded@yahoo.com)

**A: CAREER OBJECTIVE**

An accomplished, change maker and results orientated Qualified Chartered Accountant with competent in Finance & Accounts, Treasury, Internal Audit & Control, Risk Management, Compliance and Budgeting with strong analytical ability, hardworking, high devotion to the duties, strong leadership quality is looking for an opportunity to leverage his skill, and experience and grow within a dynamic organization.

**B: PROFESSIONAL AFFILIATION**

* Chartered Accountant from the Institute of Chartered Accountants of Bangladesh
* Income Tax Practitioner from Dhaka Taxes Bar Association

**C: CAREER SUMMARY (LOCAL AND AUSTRALIAN)**

* Around 14 years experiences in managerial level including 4.50 years in Australia;
* Specifically around 8 years of demonstrated working experience in financial management to oversee final transactions of spending units, team management, skill development, audit and internal controls Bangladesh and Australia;
* Worked in multiple organizations with emphasis on strategic financial management setting work plan, course of action with time bound working targets , accomplishment of tasks with accuracy, finding variances , communicating, decision making, performing required tasks under pressure exercising analytical skills on a team spirit;
* Involved in the design, implementation and monitoring of internal controls and compliance as requires for current employer’s (ACNABIN) different clients including VF Asia Sourcing Ltd, Larsen & Toubro Ltd., etc. paying much patience in listening, consulting, sharing information and ideas;
* Complying with due diligence and stringent review of invoices prior to approving payment to vendors for current employer’s client M/s. VF Asia Sourcing Ltd. Besides similar tasks in Shanta Holdings Ltd. & STS Holdings Ltd.;
* Expertise in working with large amount of data for arranging clear presentation with a view to facilitate management decision;
* Imparting training to new employees covering orientation, organizational policies and activities, performance of tasks, standards, risks and mitigation to keep organization operating smoothly;
* Training on MS Excel, ERP Project & Change Management and IFRS Reporting;
* Experienced in using ERP operations like XERO, MYOB19, Tally ERP9 and VistaGL;
* Expert in MS Office (Word, Excel, PowerPoint), Windows and Information Technology;
* Proficient negotiation, communication and presentation skills in English (verbal and written);
* Experienced in Finance and Accounts, Taxation, Internal Audit & Control, Compliance, Treasury Management, Budget, Financial Operations, Export-Import facilitation and allied areas of skilled practice;
* Reporting to higher echelon regularly; and
* Proficient in various change management activities, Projects, problem solving issues. Overall Resourceful, Informative, Dedicated, Honest, Committed, Challenging and Result oriented Professional.

**D: ACADEMIC EDUCATION**

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| --- | --- | --- | --- |
| **Degree** | **Institution** | **Passing Year** | **Result** |
| Master of Professional Accounting | King’s Own Institute, Sydney, Australia | 2015 | Distinction |
| Chartered Accountant | The Institute of Chartered Accountants of Bangladesh (ICAB) | 2010 | Qualified |
| Master of Business Studies (Accounting) | Dhaka College, National University, Dhaka | 2009 | 2nd Class |
| Bachelor of Commerce | Dhaka City College, National University, Bangladesh | 2003 | 2nd Division |
| Higher Secondary Certificate | Govt. Bangla College, Dhaka Board | 2000 | 2nd Division |
| Secondary School Certificate | Muslim Modern Academy, Dhaka Board | 1997 | 1st Division |

**E: LOCAL EMPLOYMENT HISTORY**

**E1: Local Employment-1**

**Position: Deputy General Manager (Accounts and Finance)**

**Organization: Shanta Holdings Limited, Dhaka, Bangladesh**

**Duration: Sep 2010 – Feb 2013**

Key Responsibilities:

1. ACCOUNTING AND FINANCE

* Directed all aspects of the Accounting and Financial functions ensuring compliance of accounting principles and the organizational financial and administrative policy/guidelines;
* Provided guidance to all units/projects in complying set strategies for optimizing cost, leverage business growth of the company;
* Prepared master budget including revising, monitoring spending and costing;
* Supervised overall divisional activities and prepared yearly financial plans in close coordination of all departments/units/projects;
* Made decision in investing & financing activities and performed financing functions;
* Developed accounting system, policies and procedures and ensured compliance;
* Monitored monthly accounts, prepayments, accruals, variances and reconciliations;
* Developed a sound and effective MIS and analysis for credit monitoring and controlling;
* Developed financial operation manual, regularly updated those according to changes in organizational requirements and ensured that all the staff is fully briefed;
* Provided training to the subordinates and assisted the CFO in financing activities;
* Oversaw cash flows, bank reconciliation and overall banking & financial transactions;
* Performed fund management activities and dealt with Banks & Financial Institutions;
* Communicated with consultants and regulatory bodies;
* Prepared master budget, monitored spending & costing and company’s performance;
* Prepared management reports on variance analysis, cost controls and related aspects;
* Recommended financial transactions by ensuring effective internal control system;
* Formulated policies & procedures and forwarded these to the ERP evaluation program;
* Reviewed daily MIS and monthly financial reports to ensure correctness of information;
* Designed information systems and controls to meet the organizational objectives;
* Evaluated accounting procedures and financial reporting system and recommended changes to procedures, operating system and functions as well as reporting to management on the existence and effectiveness of internal control the system and suggested various controlling systems;
* Reviewed cost and working capital management activities & reports, prepared financial planning statements, and assessing finance proposals to advice strategies;
* Prepared tax impact statements of transfer pricing in compliance with other local laws;
* Introduced and maintained accounting software and internal control systems;
* Preserved files, records and Soft copies in an efficient documentation system;
* Prepared cost, operational and financial performance reports and recommended internal control measures to improve accounting and management practices;
* Worked closely with procurement and business managers in the areas like effective budgeting, and cost-credit control systems as per company’s policies and procedures;
* Submitted monthly/yearly financial statements and reports to the management; and
* Supervised company’s financial transactions’ recording and its preservation process.

1. TAXATION AND CORPORATE AFFAIRS

* Planned Corporate Tax in line with the yearly changes in Tax and VAT laws;
* Oversaw compliance with Tax, VAT and other laws and regulation while making all payments and the deposits of the same timely to Bangladesh Bank and to prepare 75A;
* Reviewed Directors’ Taxation plus helping the other employees in their taxation; and
* Calculated employee taxation and deposit the same and preparing 108 statements.

1. ACCOUNTS PAYABLE AND RECEIVABLE

* Monitored payables and expenses and utilizing the credit fund in a optimal way;
* Reviewed payment process of all internal and external parties’ payments; and
* Supervised monthly reconciliation of receivable from parties and of bank accounts.

1. PAYROLL AND TREASURY MANAGEMENT

* Reviewed payroll, recommending payments and overseeing the outflows; and
* Planned liquidity reserve, cash management and working capital management.

**E-2: Local Employment -2**

**Position: Associate Director [July 2019 – till to date]**

**Senior Assistant Manager [Mar 2005 – Sep 2010]**

**Organization: ACNABIN, Chartered Accountants, Dhaka, Bangladesh**

Key Responsibilities:

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| --- | --- | --- |
| Sl. No. | Name of Clients | Activities being performed |
| 1. | **Multinational Clients:**   1. VF Asia Sourcing Ltd. 2. KCA Deutag Drilling GmbH | * Ensuring 100% Tax & VAT collection and compliance as per local laws; * Providing Tax & VAT planning to reduce tax burden within legal framework;; * Calculating advance tax & deposit the same within prescribed time limit;; * Calculating annual corporate income tax & submit the return within due date; * Collecting AIT certificates and reconciling those with accounting records; * Ensuring inter-company transfer pricing policy as per local laws; * Liaising with lawyers, advisors and auditor regarding company legal matters; * Dealing with Tax & VAT authorities including appeal; * Calculating employees tax as per ITO-1984; * Updating all licenses of the company when required; * Assist for ensuring internal control and compliance processes; * Due diligence and stringent review of invoices prior to approving payment to vendors; * Contacting direct reporting and finance peers regularly; |
| iii.Puls Trading Far East Ltd. | * Strive to improve/increase level of awareness in control & compliance amongst employees to ensure organizational sustainability in this area; * Advising in ensuring internal control and compliance processes; * Controlled audit procedure, financial involvement of the clients and the nature, timing and extent of analytical procedures, analyzed cost structures and cost effectiveness of organizational operation from journal entries, books of account, bank statements, income tax file and other records, documents and systems to ensure financial accuracy and compliance with established standards, procedures and internal controls; |
| iv. Larsen & Toubro Ltd.  v. Arla Foods Bangladesh Ltd. | * Reviewing performance, making internal control effective; * Evaluated risks in processes, systems, procedures, internal-budgetary-financial controls, and suggested on loopholes therein to ensure integrity and compliance; * Risk identification, evolving risk mitigation measures and adoption for internal controls and mitigation of risks identified; * Prepared analytical reports on accounting operation, transactions, methods, system, and reviewed agreements, chart of accounts, organogram etc.; * assessed audit risks, tailored programs, and planed audit procedures i.e. setting audit objectives, reporting criteria, audit plan and programs, and designing and implementing strategies, methodologies and processes; * Interprets policies and controls, offers suggestions for improvement, monitor control testing, documents and reviews conclusions; * Directing towards maintenance of proper books, records, accounts; * Design, implementation and monitoring of internal controls and compliance; |
| 2. | **National Clients:**   1. One Bank Ltd. 2. AB Bank Ltd. 3. Janata Bank Ltd. 4. Golden Son Ltd. 5. GrameenPhone Ltd. 6. YKK Pvt. Ltd. 7. Mobil Jamuna Lubricants Ltd. 8. NFC Fibres Ltd. 9. Sharif Malamine Ltd. 10. Syngenta Bangladesh Ltd. 11. Tiger IT Ltd. 12. Sirious Broadband Ltd. 13. Spectra Solutions Ltd. 14. Xirus Systems Ltd. 15. Intramex Group 16. Spectra group 17. Ha-meem Group 18. Brac 19. KATALYST 20. Action-aid Bangladesh 21. CARE- Bangladesh 22. Save the Children | * Physically verified inventories, tangible assets, cash equivalents, discussed audit issues, observations and recommended on financial findings to improve accounting practices; * Overseeing inventory management, depot stock, sales, revenue collection and reconciliation; * Review of internal control system, Accounts payable, Accounts receivable, bank accounts including reconciliation thereof; * Prepared financial performance report on debt-equity management and assisted clients in risk assessments, business process reviews, developing deliverables and reporting progresses against outcome and conducted valuation and asset management services; * Administrating TDS operation and deposit the same to government treasury; * Complying with all sorts of tax provision to avoid penalties and prosecutions; * Prepared reports for the management, governing and statutory bodies on buy or sale of business, merger, joint venture, capital financing, frauds; * Planning and performing statutory, internal, special and operational audits and reviews; * Improvising the standard internal audit procedures with compliance of operational activities, policies, procedures and operational system; * Introduced books of accounts and record keeping like recording transactions, preparing vouchers, writing cash & bank book, general ledger, subsidiary ledger and fixed asset register in both software and manual system as per regulatory requirements; and * Prepared manuals like accounting, inventory, administrative, operating, fixed assets, contracts management and delegation of authority, and compliance manuals. |

**F. AUSTRALIAN EMPLOYMENT HISTORY**

**F-1: Australian Employment-1**

**Position: MANAGER – ACCOUNTS AND OPERATIONS**

**Organization: 7-Eleven Stores Pty. Ltd., Sydney, Australia**

**Duration: May 2016 – June 2019**

Key Responsibilities:

* Directed day-to-day operations of the store, developed strategies to improve customer service, increase profitability, analyzed financial statements for profitability ratios, and complied with legal requirements and maintained standards positive environment;
* Managed store operation, payables, ordering, arranged displays, sales, authorized clearance sales, analyzed inventory, up kept store itself by doing a little bit of everything;
* Advised on operational and financial performances, recommending appropriate action plan and finding significant performance variances especially for managing deficits;
* Provided conceptual and financial management support to the organization on a periodical basis;
* Remained vigilant about maintaining transparency and accountability in all

Operational and financial activities;

* Managed subordinates, include interviews, hiring, scheduling shifts, training sessions, managing conflicts between staff members, and holding performance reviews;
* Did banking, managed compliances and prepared operation reporting for head office;
* Performed ERP reporting of financial results and in-depth analysis of key performance;
* Managed Cloud Based interaction media and files in Google drives;
* Updated analysis to provide high quality information in business decision making;
* Coordinated compiling and on time reporting collaboration of site offices;
* Controlled and monitored Capital expenditures of the production units;
* Compiled and submitted monthly and quarterly financial and operational reports;
* Provided periodically pricing and CM analysis to boost bottom line;
* Gathered, summarized, analyzed information and prepared various reports;
* Gained understanding of the business through process and operational audit;
* Provided financial planning with explanations to the operation level of the business;
* Reported and recommended ways to improve business performance from the analysis, interpretations and summations of results with appropriate explanations;
* Recruited and trained to staffs in teamwork settings to perform duties efficiently;
* Reconciled all balances to ensure accuracy of financial transactions;
* Provided supports in developing business reports, term plans, strategies and decision-making process through costing, pricing, pruning and product mix;
* Improvised financial, operational and internal control systems, policies, procedures and tools to mitigate emerging compliance gaps and adequate safeguard company's asset;
* Prepared monthly accounts ensuring timely reporting and reviewed operation budget;

**F-2: Australian Employment-2**

**Position: Lead Accountant**

**Organization: LRP Financial Pty Ltd., Sydney, Australia (CPA firm)**

**Duration: Apr 2015 – Apr 2016**

Key Responsibilities:

* Examined operating costs, sales, income, purchases and expenditures;
* Prepared financial statements including balance sheet, profit and loss statement and other reports for their stakeholders in compliance with statutory requirements, and advised them on compliance with record-keeping and documentation requirements;
* Developed manual for supply chain department, installed systems like drop box system and rate contract system, and ensured competitive advantage in quality purchase;
* Formulated and executed budgetary and accounting policies and procedures to ensure proper internal controls, smoothen procedures and compliance with policies and budget in all operational areas of business activities, business development, human resource management, procurement management, verification of cash, stokes, fixed assets, consumables, revenues, bank reconciliation and fund management;
* Redesigned and implemented Standard Operating Procedure (SOP), re-evaluated internal controls, systems, environment, through Re-establishing updated policies, procedures and practices. Revised Reengineering operational strategies and crafted financial policies to boost internal control, cost control and budget compliance;
* Investigated and audited financial information and trends to evaluate financial risks and advised on financial planning and risk management accordingly;
* Provided reports with recommendations to assist management in decision-making;
* Advised on financial dealings and liaised with banks to manage funds;
* Priced different production model, developed proposals and quotations, and provided solutions against competitor offerings in different competitive matrix;
* Reported on cost performance and variances with budgets to the management;
* Prepared tax returns and advised on tax issues to both individuals and companies;
* Advised on taxation issues of their business operations and structures;
* Provided tax related services such as preparing Business Activity Statements (BAS), GST returns, PAYG reports, and handled disputes with taxation authorities, etc.; and
* Advised on tax issues regarding merger, and capital investment and capital financing.

**G. TRAININGS**

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| **Sl.** | **Name of training** | **Subject** | **Year of training** |
| 1. | Income Tax Practice | Dhaka Taxes Bar Association | 2012 |
| 2. | Financial Reporting | IFRS Institute | 2012 |
| 3. | MS Office | Advanced MS Excel | 2011 |
| 4. | Project and Change Management | ERP Accounting Software | 2011 |
| 5. | Training on Tally ERP 9 | Accounting ERP Software | 2011 |
| 6. | Training on VistaGL | Financial Accounting Software | 2005 |

**H. SKILLS AND PERSONAL COMPETENCIES**

* Strong financial report preparation, IAS & IFRS skills and have commercial knowledge;
* Expert in MS Office, know cloud-based applications and have team building ability;
* Possess strong financial and analytical skills, can handle complains, think strategically;
* Is ethical, have commitment and can understand business strategy, vision, mission, etc.;
* Brilliant Interpersonal skills to work effectively in a multi-culture environment; and
* Confident, informative, attention to details, accountable, flexible, organized, precise, Self-initiative, result oriented, possess futuristic and strategic perspective, strong leadership quality, analytical & problem-solving skills and commercial acumen mindset;

**I. PERSONAL INFORMATION**

* Date of Birth : 1st November, 1982
* Interest : personal and professional development

**F. REFERENCE**

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| --- | --- |
| Mr. ABM Azizuddin, FCA  Managing Partner  ACNABIN, Chartered Accountants  BDBL Bhaban (Level-13)  12 Kawran Bazar Commercial Area  Dhaka-1215, Bangladesh.  Mobile: 01720039631  E-mail: aziz@acnabin-bd.com | Mr. Md. Abdul Aziz, FCMA  Managing Director  Western Agro Industries Ltd.  Chairman, WASO Credit Rating Company (BD) Ltd.  Mohakhali Tower, 82, Mohakhali C/A  Dhaka-1212, Bangladesh.  Mobile: 01730 734375  E-mail: abdul.49@yahoo.com |