

SYED SIRAT

PERSONAL INFORMATION

First name: Syed
Last name: Sirat
Date of birth: 15 June 1989
Nationality: Bangladeshi
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PERSONAL BRIEF

Highly accomplished, results-driven senior accounting and financial management executive with more than 7 years of progressive experience in finance and operations management. Demonstrated ability to streamline business operations that drive growth and increase efficiency. Strong qualifications in developing and implementing financial controls and processes in addition to productivity improvements, and change management. Possesses solid leadership, communication and interpersonal skills to establish rapport with all levels of staff and management.

CORE COMPETENCIES

- Accounting & Financial Management
- Controllership & Decision Support
- Financial Analysis & Reporting
- Resource Management
- Business Planning & Analysis
- Growth Strategy Development
- Performance Measurement
- Compliance Management

EDUCATIONAL QUALIFICATIONS (JOB RELEVANT)

Exam Title	Concentration / Major	Institute	Result	Duration
ACCA (student) <i>Ongoing</i>	Advanced Financial Management (AFM) Advanced Audit and Assurance (AAA)	Distance learning / self-study	11 out of 13 modules passed. Appeared for the final 2 modules in March 2021	6 years (tentative)
Master of Professional Accounting (MPA) <i>Ongoing</i>	Applied Accounting	University of Dhaka	1 out of 4 semesters completed	2 years (tentative)
Executive MBA <i>Ongoing</i>	Finance (Corporate Finance, Financial Institute and Markets, International Financial Management, Bank Fund Management, Public Finance)	The International University of Scholars (IUS)	1 out of 4 semesters completed	16 months (tentative)
Bachelor of Science (BSc.)	Applied Accountancy	Oxford Brookes University	Second Class, Marks: 59%	4 years
Advanced Diploma in Accounting and Business	Accounting and Business	ACCA	Awarded	3 years

WORK EXPERIENCES

Period: Feb 03, 2019 – Continuing (2 years & 1 month, progressive)

Position: Component Manager (Finance & Accounts)

Organisation: Population Services and Training Center (PSTC), Dhaka, Bangladesh

Duties:

- Coordinate with the Executive Director and make budgetary provisions for all programs of PSTC.
- Play active role as a key strategic partner / leader in the creation of value for money across PSTC.
- Contribute to the process of implementing quality programs against budget and benchmarks set in PSTC and follow up for needed adjustments as program implementation progresses.
- Implement and operate single 'Financial Information System' encompassing all Operations and all locations of PSTC.
- Ensure an effective Finance Policy and Procedure is in place incorporating best practices in financial management, transparency and accountability within and across the organization.
- Oversee all accounting activities, audit, follow-up audit findings for corrective action and train account staff for full pre-compliance to audit requirement.
- Ensure effective investment of funds and effective financial accounting system including provision of supportive cash and banking services to staff, suppliers, partners, donors and others.
- Manage the accounting and financial procedures applicable to PSTC.
- To analyse, review financial data and prepare all required financial reports on PSTC's performance for the Governing Body and Development Partners.
- Responsible for managing the financial & regulatory function of the organization in accordance with International Accounting & Auditing Standards, NGO Affairs Bureau, Income Tax Act, Company Act & other regulatory organizations.
- Provide timely and accurate analysis of budget, financial reports in order to assist the management in performing their responsibilities.
- Oversee payroll activities.

Period: Jun 01, 2017 – Jan 31, 2019 (1 year & 7 months)

Position: Finance Manager

Organisation: Society for Underprivileged Families (SUF), Dhaka, Bangladesh

Duties:

- Voucher, ledger, journal entries through accounting software Tally.ERP9, Troyee.ERP, Easy.ERP
- Preparation of monthly, quarterly, yearly financial report
- Preparation of financial statements
- Budget analysis and suggesting changes
- Budgetary activity monitoring
- Support purchase department in preparing and communicating with various suppliers
- Internal Control framework development and compliance
- Risk assessment and monitoring
- Internal audit
- Regular meetings with donor organisations
- Arrange and support external audit
- Conduct workshops on Finance & Accounting to staff

Period: Nov 01, 2014 – May 30, 2017 (2 years & 7 months)

Position: Accountant

Organisation: Sabalamby Unnayan Samity (SUS), Netrakona, Bangladesh

Duties:

- Accounts and journal entries
- Daily, weekly and monthly accounts reconciliations
- Invoice preparations and transactions documentations
- Management accounts preparation and advisory role
- Internal audit works and provide support with internal control systems
- Preparation of financial statements
- Liaison with banks and financial institutions
- Support management team with regards to budget preparation.

Period: Jun 01, 2013 – Aug 31, 2014 (1 year & 3 months)

Position: Store Manager

Organisation: BetFred, London, UK

Duties:

- Monitoring individual and group performance
- Generating reports (daily, weekly and monthly)
- Provide support for annual performance reviews
- Daily reconciliations of sales and cash services
- Setting steps to achieve short and mid-level store objectives
- Delegation with Area Supervisor and Area Manager regarding long term performance measures
- Provide in-house training for new recruits
- Analysing competitor's strategies and reporting to Area Manager
- Ensuring compliances are adhered to by the team members.
- Assessing security measures and report and suggest for any required changes.

Period: Sep 01, 2013 – Jun 31, 2014 (9 months)

Position: Sales Representative

Organisation: Phones4u, London, UK

Duties:

- Client's need assessment
- Verification of client's eligibility for contract and payment support
- Advertising on-going promotions
- Provide customer support (in-house and distance)
- Information gathering and support
- After sales support.

TRAININGS RECEIVED

Training Title	Topic	Institute	Location	Year
Financial Modelling	Accounting, finance, valuation, mathematical calculations and logic using MS Excel.	Association of Chartered Certified Accountants (ACCA)	Dhaka, Bangladesh	2020
Workshop on Organizational Capacity Self-Assessment Tool	Violence Against Women and Girls (VAWG), Gender policy, Sexual Harassment Prevention and Elimination Policy (SHaPE), Leadership, Youth Friendly Services (YFS), Fundraising policy, Advocacy Policy, Confidentiality, Fund Distribution etc.	Oxfam	Dhaka, Bangladesh	2019

Training Title	Topic	Institute	Location	Year
Project Development Workshop	Project development strategies, development results, development goal, Sustainable Development Goals (SDG), Millennium Development Goals (MDG), Development Strategies in Bangladesh, Development Partners, Financial aspects of development works.	Population Services and Training Center (PSTC)	Dhaka, Bangladesh	2019
Orientation on “Sexual and Reproduction Health and Rights”	What is SRHR?, Basics of Growing UP, Orientation and Identity, Sexual Health VS Reproductive Health, SRH as a Right, SRHR Programs/Interventions.	Training Research & Consulting Enterprise (TRACE)	Thimphu, Bhutan	2019
Refresher Training of Trainer (ToT) on Vocational Pedagogy and Occupational Health and Safety (OHS) for the EYE Program PNGO Staff	Vocational training methods, Operational health & safety, Competency based learning methods, Session planning and conduction.	Save the Children International Bangladesh (SCIBD)	Dhaka, Bangladesh	2018
Entrepreneurship Training	Entrepreneurship and Business Development methods	Save the Children International Bangladesh (SCIBD)	Dhaka, Bangladesh	2018
Training on Compliance and System Strengthening	Partner Finance Guidelines, Monitoring Visit Highlights, Award Management, Budget Preparation, Documentation & Fund Management, Orientation on Fraud, Bribery, Terrorism and Corruption Policy, Procurement, Tax and VAT, Safety & Security Procedures, Child Safeguarding Policy.	Save the Children International Bangladesh (SCIBD)	Dhaka, Bangladesh	2018
Phones 4u Sales Development Programme	Sales and marketing services	Phones 4u	Birmingham, UK	2013

LANGUAGE PROFICIENCY

Highly proficient Bengali and English user with international standard.

IELTS scores (English Language Proficiency):

Nov 2015 (latest):

Listening	Reading	Writing	Speaking	Overall
7.5	7.0	7.0	8.5	7.5

REFERENCES

Dr. Noor Mohammad Executive Director Population Services and Training Center (PSTC) House # 93/3, Level 4-6, Road # 8, Block – C Niketon, Gulshan 1, Dhaka 1212, BANGLADESH Email: noor.m@pstc-bgd.org Phone # +88 01711-565833	Ms. Begum Rokeya Executive Director Sabalamby Unnayan Samity (SUS) Shibgonj Road Netrokona, BANGLADESH Email: sabalambyus@yahoo.com Phone # +88 01713-036730	Md. Tipu Sultan Deputy Director Society for Underprivileged Families (SUF) 475, Nayatola, Moghbazar, Dhaka – 1217, BANGLADESH Email: suf.chhinno@gmail.com Phone # +88 01711-200269
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