



RESUME OF MUHAMMAD ABDUS SAMAD

+88 01730446335
samad.sham@gmail.com

Age : 39 years
Experience : 10 Years
From : Moulvibazar, Sylhet

777, Kazipara, Mirpur
Dhaka-1216

SKILLS

Accounting - Preparation of
Financial Statements (IFRS)

Reporting, Budgeting & Forecasting

Taxation, VAT, RJSC & FDI

ERP-Navision, Maconomy & Tally

MS Excel, Internet & Email

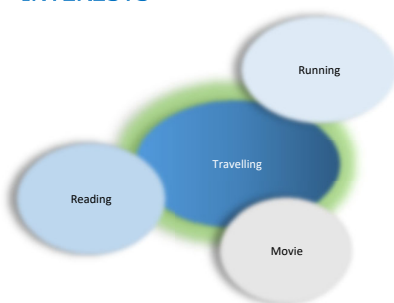
Leadership / Team Leading

Communication / Presentation

PERSONAL INFORMATION

Nick Name : Shamim
Date of birth : 01.07.1980
Marital status : Married
Religion : Islam

INTERESTS



TRAVELLED TO

Sweden, Denmark, Italy,
Germany, Netherland, Sri Lanka

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REFERENCES

Rashed Habibullah

Director - Finance & Admin.
Graphic People Ltd.
House-76/A, Road-11
Banani, Dhaka - 1213
rashed@wunderman.com
Mobile: 01713 060717

Kamrul Abedin FCA

Senior Partner
M J Abedin & Co.
National Plaza, 109, Bir Uttam
C.R Datta Road, Dhaka-1205.
audit@mjabedin.com
Phone: 028629771/029666508

CAREER OBJECTIVE

To optimize net income of the company maximizing the utilization capacity of resources at the same time minimizing the risks using my versatile experience, technical knowledge, leadership skills with professional and ethical integrity.

EXPERIENCES

Senior Manager – Control & Accounting Jan, 2018 till date

2 year 3 months

Kantar Research (BD) Pvt. Ltd., Banani, Dhaka.

- Leading a team supervising day to day accounting tasks of 8 people
- Responsible to prepare statutory financial statements as per IAS/IFRS
- Implemented new ERP Maconomy replacing Tally to optimize process
- Managing the corporate taxation matters, assessments and hearings
- Monitoring working capital requirements with cash flow forecasting
- Responsible to deal with Auditors, tax consultants & Banking.
- Supervising month-end closing, supervising the reconciliation of all GL balances including AP, AR & Bank accounts
- Responsible for payroll processing and accounting into ERP-Maconomy
- Managed provident fund, gratuity fund and accounting thereon in Tally

Manager - Finance

Dec, 2009 to Aug, 2016

6 years 8 months

Graphic People Ltd., Banani, Dhaka.

- Responsible for on time submission of month-end, quarterly and annual financial reporting package.
- Handled budgets and forecasting with variance analysis
- Taken care of revenue recognition, client creation, billing & collection.
- Handled day to day transactions processing at ERP Navision
- Dealing with banking and monitoring cash flows
- Secured GREEN 3 times at a row in SOX audit ensuring compliances
- Implemented payroll system, Fixed Assets Register, Invoicing system
- Ensured on time payments to suppliers, employees deducting Taxes
- Experienced in RJSC return filling handling secretarial matters
- Reported FDI & PSED returns to Bangladesh Bank
- Taken care of payroll processing and taxation of employees.
- Obtained clean audit reports from external auditors KPMG, Bangladesh

PROFESSIONAL QUALIFICATIONS

CA- CC (2007-2009), M. J Abedin & Co., Chartered Accountants

CA- Knowledge Level passed under the curriculum of ICAB, Dhaka

I.T.P - Income Tax Practitioner certified and registered by NBR, Bangladesh

Attended **Process standardization** workshop by Intelilink at Colombo, Sri Lanka

EDUCATIONS

M.Sc in Business Administration (Accounting and Management Control)-2017

Lund School of Economics and Management, Lund University, Sweden

M.Com in Accounting-2006, result-Second class (53%)

B.Com (Honours) in Accounting-2004, result - Second Class (50%)

Jagannath University College, National University, Bangladesh

H.S.C (Commerce)-1998, result - Second division (58%)

Srimangal Government College, Srimangal, Moulvibazar. Comilla Board

S.S.C (General Science)-1997 (Imp. Exam), result-First Division (68%)

Asid-Ullah High School, Srimangal, Moulvibazar. Comilla Board

The information presented in this resume is true to the best of my knowledge and belief.

Annexures:

Annexure # 1 – Audit and Accounting engagements during CA – CC period		
Industry / Sector	Group -Company	Nature of Work
Public Limited Company Manufacturing Industry	BEXIMCO Ltd. - Shinepukur Ceramics limited, - Beximco Synthetics Ltd.	Annual Statuary Audit
	Pran-RFL Group - Agricultural Marketing Company limited (AMCL) - Rangpur Foundry Limited (RFL)	Annual Statuary Audit
	Ambee Pharmaceuticals Limited	Annual Statuary Audit
Multinational Company (MNC)	Duncun Brothers, UK - Dancun Products Limited	Annual Financial Statements Audit
	J. C Penney PLC, USA - J. C Penney Purchasing Corporation	Quarterly Audit
C & F, F & F Company	Trade Clippers Cargo Ltd	Internal Audit
Non Profit Organization	Diabetic Association of Bangladesh (DAB) - BIRDIMHospital - Ibrahim Cardiac hospital - BIHSHospital (HCDP)- RVTC	Annual Financial Statements Audit
	Rural Electrification Board (REB) - Chandpur Pally BidyotSamity	External Audit
Non Government Organization (NGO)	Palli Karma ShahaokSogstha (PKSF) - JatiyaKallayanSongstha (JAKAS) - Joypurhat Rural Development Movement (JRDM)	External Audit
Private Ltd Company	Akij Group - Akij Securities Limited	Annual Statuary Audit
	BeximcoPharma Ltd, BIRDIMHospital, BIHSHospital (HCDP) ACI Logistics (Shawpno)	Physical Verification of Inventory.
	Remi Firms Limited	Share Valuation
Government & Public	LGED - Local Government Support Project (LGSP)	Review of Audited Financial Statements

Annexure # 2 Master Thesis and Cases Study

At Lund University, Sweden wrote a master's thesis paper observing the value creation process of a company, AdPeople A/S (Wunderman Production), Copenhagen, Denmark with the use of modern accounting techniques. Link of the master's thesis is as follows:

<https://lup.lub.lu.se/student-papers/search/publication/8917475>

Class assignments - worked in cross-cultural teams to solve problems of different Swedish Companies which includes the use of business intelligence tools, performance measurement system, integrating Balances Scorecard, Risk management, Sustainability development system etc.