

Contact

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Top Skills

Finance

Internal Controls

Management

Languages

Bangla

English (Full Professional)

Certifications

MBS (Accounting)

BBS(Accounting)

Riaz Md Ariful Islam

Officer (Treasury)

Department: Finance

Paragon Group

05 Mohakhali C/A

Dhaka -1212



Summary

- o Total 9.8 years of total experience
- o 6.8 years in Treasury and Accounting management.
- o 2 years of experience in internal control and compliance.
- o 1 years in commercial department.

Experience

Paragon Group

9.8 years

Officer (Treasury)

January 2012 - Present (9 years 8 Month)

Bangladesh

- o Checking all type of Vouchers and ensure all payment voucher maintain supporting documents
- o Prepare voucher and process supplier payment.
- o Ensure TDS and VDS properly charged.
- o Make payment entry at ERP software properly
- o Manage and reconcile accounts receivable and payable Accounts
- o LC account maintain and calculation LATR interest and put accurate entry at ERP system
- o Supervise payment procedures and coordinate treasury team.
- o Verify bill voucher for payment
- o Ensure supplier get payment in time
- o Maintain liaison with bank time to time regarding company compliance.
- o Ensure daily sales proceeds deposit at the company bank account properly and follow up.
- o Cash Management.
- o Prepare monthly Bank Reconciliation Statement.
- o Ensure proper maintenance of books of accounts/registers, cash & bank transaction, received & payment statement
- o Ensure all Accounting source documents are accurately preserve.
- o Prepare monthly management report

Education

The institute of Chartered Secretaries of Bangladesh (ICSB)

Executive Level -1

· (2020 - Continue)

National University

Masters of Business Studies (M.B.S), Accounting · (2008 - 2009)

National University

Bachelor of Business Studies (B.B.S), Accounting · (2005 - 2008)

Comilla Victoria Govt. College

Higher Secondary Certificate, Business Studies · (2002 - 2004)

Burichong Anondo pilot Government Boys School

Secondary School Certificate, Business Studies · (2000 - 2002)

Ref 1: Aminul Islam, FCA

Chief Financial Officer

Paragon Group

Mobile: 01713361929

Relation : Professional

Email : aminul@paragongroup-bd.com

Ref 2: Uttam Kumar Saha,FCA,FCS

Company Secretary

Jamuna Bank Ltd

Mobile: 01726-891838

Relation : Professional

Email : uksahabd@yahoo.com