

# Ashikur Rahim

Cell : +88-01732-573297  
E-mail : rahim\_ashikur@yahoo.com  
Mailing & Permanent Address : 10/1 A Abul Khairat Road, Dhaka-1100



## **OBJECTIVE:**

To put my abilities and learning skills to best use and make my effective contribution to your organization for a bright and rewarding career.

## **JOB EXPERIENCE:**

### **1. Executive, (Internal Audit) at Nitol Niloy Group**

Dates Employed: Mar 2017 – Present

- a. Organize and execute the internal audit to minimize Business risk and ensure quality of audit work also effective internal control mechanism to safeguard asset.
- b. Investigate reported occurrences of fraud, embezzlement, theft, waste, etc
- c. Assist to plan, Analyze & design effective audit tools and mechanism internal audit procedure, periodic audit plan, checklist & program for all business units of group.
- d. Travelling to different sites to meet audit required documents and information;
- e. Preparing reports to highlight issues, problems for the management;

### **2. Manager (Finance & Account) at Online Travels Service Ltd.**

Job Responsibility (Accounts): May 02, 2016 to Feb 28, 2017

- a. To prepare Financial Statements and other reports of the Company;
- b. Manage the vendors fund & prepare the report of funds, monthly;
- c. Prepare the monthly & annually Budget and monthly variance report;
- d. Responsible for all Tax and VAT related matters;
- e. Bank & Cash follows management for full utilization of ticketing funds;
- f. Maintaining the Salary, advance against salary, and other necessary related Funds;

### **3. Personal Consultancy**

- a. Prepared Project for Project Loan of Arafat Dairy Firm; (2016)
- b. Prepared Project for Cash Credit of Cordial Textile Mills; (2015)
- c. Prepared Project for Term loan of Konica Food Products; (2012)
- d. Prepared Project for Term loan of Satter Rotor Spinning Limited; (2011)
- e. Financial Accounts Consultancy of AD Plus 2011 & 12 accounts; (2012)

### **4. Assistant Manager (Finance & Account) of Continental Insurance Limited.**

Job Responsibility (Accounts): January 1<sup>st</sup>, 2015 – April 20, 2016

- a) Assist Head of Accounts for preparing Yearly Budgeting & Financial Statements;
- b) Prepare the monthly management accounts report for the board (Branches Wise);
- c) Prepare the Financial Statements & Maintain Gratuity & PF Funds;
- d) Prepare the salary of head office & check performance of branches;
- e) Update and reconcile the Cash Flow & Bank Flow;
- f) To face and manage the External Audit & Internal Audit;

### **4. Article Student at G. Kibria & Co. (Chartered Accountants)**

Job Responsibility (Auditing & Accounting Service): Sep 24th, 2011 to Dec 24, 2014

- a) Audit conduct as a team leader;
- b) Prepare the Audit plan & program on the basis of Risk Based Audit;
- c) Inspection of Cash, Account opening desk, Loan documentation Checklist, FDR etc;
- d) Checking of fund and Bank Reconciliation and Fund settlement with brokers;
- e) Internal check of all vouchers, Tax and VAT related activities;

**Successfully completed 19 project provided from Firm.**

- a) Completed 10 Statutory audits or Reviews.  
Hanzee Industrial Co. Ltd. June 13), Konica Food Products Ltd. Dec 2012, 2013 and Carew & Company Ltd. June 11, Janata Bank December 2013, Kormosonstan Bank Limited 2012 & Rupali Bank Ltd. 2012 , Sadaran Bima Corporation Dec 2011, Central Insurance Company, Continental Insurance Ltd., Central Insurance Investment Ltd
- b) Completed 4 Departmental Audits or Review.  
Inventory Audit of Robintex Bangladesh Ltd. June 2011, Employees Provident Fund Audit of Rahimaafrooz Bangladesh Limited June 2011 & June 2012 and Central Insurance Company Limited Dec 2013
- c) Investigation Audit report on Prosika January 2009 to Dec 2011

**5. Work as an Intern at DS-Concept Factoring BD (Mar 15, 2011 to Sep 15, 2011)**

- a) Evaluation of Internal Banking costs of exporters and import LC;
- b) Monitor & follow up the terms of deferred payment LC with customers;
- c) Establishing contracts with new customers & promote the concept of DSCF;

**EDUCATION:**

- a) Pursuing Chartered Accountancy from The Institute of Chartered Accountants of Bangladesh **(ICAB)**;
- b) Completed BBA with major in Finance and minor in Computer Science with the CGPA 3.14 out of 4.00, at University of Liberal Arts Bangladesh (ULAB);
- c) Completed HSC with GPA 4.00 at Dhaka Commerce College, Batch 2006;
- d) Completed SSC with GPA 3.88 at Armanitola Govt. High School, Batch 2004;

**SUMMARY OF PROFESSIONAL TRAININGS:**

Training Title/Type	Institute Name and Address	In-house/ Outsource	From Date	To Date	Duration	Remarks
Appraisal Session and Time Management	Nitol Niloy Group..	In House	21-Jan-18	21-Jan-18	4 Hours	Successfully Completed.
Effective 7 Habits & NLP Unlimited Power	Nitol Niloy Group..	In House	14-Jan-18	14-Jan-18	4 Hours	Successfully Completed.
Online VAT Implementation	Nitol Niloy Group..	In House	29-Apr-17	29-Apr-17	1 day	Successfully Completed.
Advanced Course on QuickBooks	Business Data Automation Bangladesh	Outsource	1-Aug-16	30-Sep-16	20 Hours	Successfully Completed.
Advanced Financial Analysis & Modeling Using Microsoft Excel	United International University (UIU)	Outsource	1-Jan-14	1-Feb-14	16 Hours	Successfully Completed.
Internet Training Session	British Council	Outsource	1-May-08	1-May-08	4 Hours	Successfully Completed.

**SUMMARY OF WORKSHOP & COURSES**

- a) Completed two part of CCNA at American International University-Bangladesh (AIUB) (2008 & 2009)
- b) Attended workshop on National Budget 2010 in "Student take on National Budget2010" by Jagoree & NSUyes & National Budget 2010 to enhance information about national issue, by BRAC University. (2010)
- c) Attended workshop on Social Business.(2010)

**COMPETITION & EXTRA CURRICULAR ACTIVITIES:**

- a) Participated in HSBC Young Entrepreneur Awards 2009 Organized by IBA.
- b) Participated in Social Business Plan Competition 2009 organized by NSU
- c) Participated in Marketing & Branding Competition-Brandwitz 09 & Promo Logic, 10
- d) Financial Secretary of Becharamdewary Sporting Club (Oct. 2012 to present)
- e) President of **ULAB Debating Club** (Oct 2009 to Apr 2011)

**PERSONAL DETAILS:**

Date of birth	: August 07, 1989
Nationality	: Bangladeshi by Birth
Marital Status	: Married
Father's Name	: Md. Afzalur Rahim
Mother's Name	: Asma Rahim
Permanent & mailing Address	: 10/1 A Abul Khairat Road, Dhaka-1100

**DECLARATION:**

I certify that, all information stated in this resume is true and complete to the best of my knowledge.

**REFERENCES:**

<b>1) A. K. Gulam Kibria FCA</b> Principal Partner G. Kibria & Co.(Chartered Accountants) 24-25 Dilkusha C/A (5th Floor), Dhaka-1000. Phone : 9568071, 9575324 Cell : 01819213643 Relation: Professional	<b>2) Kamruzzaman FCA</b> Chief Financial Officer Apex Holdings Limited (AHL) Rupayan Golden Age, 5th & 6th Floor, 99, Gulshan Avenue, Dhaka-1212. Phone : +88-02-9883358 Cell : 01814352754 Relation : Personal
---	---

With Best Regards  
**Ashikur Rahim**