

Résumé of **Md. Ahesanul Hoq**

1/54, South Mugdapara (bank coloni)
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Career Objectives:

To further expand my already well-established career in the financial service and auditing sector. I wish to utilize my auditing and management skills and experience to achieve solid results for renowned organization or company.

Career Summary:

I have over 10 years working experience and involved in internal audit and accounts department. Also involved in emergency activities like need assessment and operational activities.

Experience:

1. Aman Group Ltd

Designation : Deputy Manager (Internal Audit Department)
Duration : 1st June 2011 – Continuing
Address : Corporate Office (2, Ishakhan Avenue, Sector-6, Uttara,Dhaka)

Job Description / Responsibility:

- Assist in the preparation of audit planning documentation for all assigned audits.
- Perform detailed audit procedures and testing, prepare documentation on the audit performed.
- Prepare clear, accurate and complete work-papers in accordance with department quality standards meet project-timelines and deliverable due dates.
- Develop knowledge of control assessment frameworks and an awareness of the overall control.
- Examine inventory & verify journal and ledger entries of company.
- Audit Salary sheet and personnel records, worker's compensation coverage, liabilities and compliance of all business units.
- Check & review all kinds of transactions as per compliance with corporate policies, applicable laws & regulations.
- Report risk management issues and internal control deficiencies identified directly to the management and provide recommendations for improving the organization's operations in terms of both efficient and effective performance.
- Identify and assess the implementation of new controls as necessary.
- Draft standard audit program based on risk and desired control.
- Ensure high quality of audit reports & presentations.
- Provide regular briefing and report audit findings and recommendations to senior management.
- Have capacity to conduct risk based audit as per internal audit plan at head office and all branch office outside of Dhaka.
- To perform any and all other duties that may be assigned.

2. Runner Group Ltd.

Designation : Executive-Accounts.
Duration : 1st November 2009 – 31st May 2011.
Address : 138, I/A, Tejgoen,Dhaka.

Job Description / Responsibility:

- Maintain accounts software. (Tally)
- Maintain daily financial transactions and other accounting works as required.
- Prepare accounts statements (Monthly/Yearly Accounts)
- Maintain accounts payable and receivable accounts.
- Maintain the purchase order system.
- Ensure transactions are properly recorded and entered into the computerized accounting system.
- Issue check and payment to supplier.
- Perform any other task as assigned by the management from time to time.

3. Rajshahi Bone mills (Pvt.) Ltd.**Designation : Accountant.****Duration : 1st April 2005 – 31st December 2006.****Address : 200, I/A, Sopura, Rajshahi.****Job Description / Responsibility:**

- Prepare voucher & Maintaining ledger.
- Reconciliation of Bank & Party statement.
- Checking all submitted bills and vouchers for accuracy.
- Undertaking day to day banking tasks and preparing monthly bank reconciliation statement.
- Providing back up to other administrative and finance related work.
- Maintaining records of daily financial transactions and entering in accounting software.
- Other related duties as may assigned from time to time.

Educational Qualification:

Name of Exam	Institute	Board /University	Result	Passing Year
M.B.A (Finance)	DIU, Dhaka	Daffodil International University	3.08	2010
M.B.S (Accounting)	Govt. Bangla College, Dhaka.	National University	Second Class	2007
B.Com Honours (Accounting)	Rajshahi College Rajshahi	National University	Second Class	2006
H.S.C (Commerce)	Rajshahi New Govt. Degree College	Rajshahi Board	Second Division	2001
S.S.C (Commerce)	Rajshahi Collegiate School	Rajshahi Board	First Division	1999

Diploma:

I have successfully completed diploma in database management and achieved CGPA 3.14 out of 4. The quality of the course is assured by bhuiyan computers, Bangladesh. (From 10th September 2006- to 09th September 2007).

Training Summary

Training Title	Topic	Institute	Country	Location	Year	Duration
Tally Software	How to use tally software for accounting purpose	Runner Group of Companies	Bangladesh	Head Office, 138/1 Tejgoan I/A, Dhaka	2011	One Month
LC Procedure	How to open a LC	Runner Group of Companies	Bangladesh	Head Office, 138/1 Tejgoan I/A, Dhaka	2011	One Month
ISO	ISO general awareness, documentation & To Do List.	Holistic Consulting	Bangladesh	H# 7, Lane-7, Block-A, Mirpur-10, Dhaka-1216.	2014	One Month
Training Program on Risk Management & Internal Audit	Risk management & internal audit	The Institute of Internal Auditors of Bangladesh (IIAB)	Bangladesh	BRAC Learning Centre	2018	One Month

Computer Proficiency:**Client Operating System**

Graphics & Multimedia: MS Power Point, Adobe Photoshop, Adobe Illustrator, Adobe Page Maker, Ulead Video & Ulead Audio Studio.

Word Processing: Microsoft Word. Microsoft Outlook.

Spread Sheet: Microsoft Excel, Microsoft Access.

Internet: Brows and E-mail.

Hardware: Assemble, Installation, Maintenance and Trouble-Shooting of PCs.

Language Proficiency:

Excellent communication skill in both Bangla and English.

Personal skills:

Able to work under pressure.
Able to adapt with new situation.
Like to take challenges and make it successful.
High energetic and dynamic in thinking.
Honest to the job and modest or obedient to the employer.
Excellent organization skills for promotional activities.
Excellent organization skills for social services.

Personal Profile:

Father's Name	:	Md. Azizul hoque
Father's Occupation	:	Professor
Mother's Name	:	Khurunnessa
Date of Birth	:	1 st November 1984
Gender	:	Male
Blood Group	:	A+
Nationality	:	Bangladeshi
NID	:	1493806010
Permanent Address	:	H # 205(2 nd floor), Bohorompur, Rajpara, Rajshahi-6000
Present Address	:	1/54, South Mugdapara (bank coloni), Dhaka-1214

Reference:**Shoaib Md. Saifullah**

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Truly Yours

Md. Ahesanul Hoq