

MD. IMRAN HOSSEN

Contact Address:

House no-22, Road no-8

Block-B, Section-13

Mirpur, Dhaka-1216

Cell no: 01710180507

E-Mail: imranca507@gmail.com



CAREER OBJECTIVE:

To develop my career in the field of Finance, Accounts & Internal Audit, having an advancement opportunity in manufacturing & service first concern through hard work, ethics, sincerity and brilliance. Moreover want to serve for the welfare of the society, business and the economy through the assigned responsibility.

EXPERINECE:

A. Sr. Executive -(Cost & Budget)

Unicorn Industries Limited

House-527, Lane-10

Baridhara DOHS, Dhaka-1206

Period: (September 01, 2018 – up to date)

Duties/Responsibilities:

- Prepared yearly budget & monthly financial plan and functioned with fund management with bank and different financial institution accomplish with company;
- Construct and maintain budget data base to ensure the information for budget documents;
- Prepare department wise budget ;
- Monthly variance analysis as per budget vs. actual cost;
- Budget finalization and budgetary control;
- Responsible for developing costing system;
- To find the scope of process improvement opportunities and recommendations that result in beneficial change
- To ensure variance analysis with appropriate reason & identify process loss with appropriate reason
- Determine and analyze man/machine ratio, machine cost, line cost, man cost and cost per minute;
- Check and verify daily cash and purchase requisitions raised from purchase department and other departments;
- Regular follow up with Management.

B. Executive -Accounts & Finance

RSS Thread and Accessories Ltd.

112/1 Eid Gah Road, Pagar, Tongi 1710

Period :(January 01, 2012 - July 31, 2015)

Duties/Responsibilities:

- a. Forecasting monthly budget and projected financial statements,
- b. Monitoring of reports regarding cost and others as per requirement,
- c. Preparing monthly bank reconciliation of all bank accounts, verifying the accuracy of bank statements and maintaining the integrity of cash balances,
- d. Checking the invoices if they are duly authorized,
- e. Preparing registers of cheques for each bank account on the basis of the sequence of the cheque number and recognizing any gap due to cancellation,
- f. Making contact with customers for payment when due,
- g. Preparing quarterly and yearly trial balance and prepare yearly of financial statements.

PROFESSIONAL QUALIFICATION:

CA –CC

Mahfel Huq & Co.

Partly passed in CA-Certificate Level

Under Mr. Md. Abu Kaiser, FCA and under supervision of Mr. Md. Howladar Mahfel Huq, FCA, Md. Abdus Sattar Sarkar, FCMA, FCA & Mr. Wasequl Huq Reagan, ACA at Mahfel Huq & Co, Chartered Accountants under The Institute of Chartered Accountants in Bangladesh (ICAB).

AREAS EXPERTISE:

- ❖ Practical experiences in more than 3 years of finance, accounting, audit, tax & due diligences,
- ❖ To develop accounting, Taxation and internal control system as per management requirement,
- ❖ To prepare financial statements in compliance of relevant IAS/IFRS and conduct internal audit works,
- ❖ To give consultancy services on Accounts & Tax and compliance with company Act's rules & regulations,
- ❖ Time management and ability to deliver under deadlines-prioritizing on work in hand and optimum utilization of available resources,
- ❖ Prepare final audit reports and management letters on internal control and weakness and compliance issues with recommendations for improvements,
- ❖ Providing orientation to audit team members on audit planning, client profile preparation, risk assessment, accounts preparation, report writing and work documentation prior and subsequent to completing field assignment,
- ❖ Planning, studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor,
- ❖ Analyzing raw materials, manufacturing methods or services provided, to determine effects on cost,
- ❖ Analyzing actual manufacturing costs and preparing periodic reports comparing standard costs to actual production costs,
- ❖ Evaluation of the financial statements, audit reports & internal control system.

MAJOR PROFESSIONAL ASSIGNMENTS PERFORMED:

Organization Type	Organization Name	Engagements Type
Financial Institution	<ul style="list-style-type: none">○ Rupali Bank Limited○ UFS"-Universal Financial Solutions Limited○ RACE Asset Management	Statutory Audit
Public Limited	<ul style="list-style-type: none">○ Saif Powertec Ltd.○ Zahintex Industries Ltd.○ Golden Son Limited○ Shepherd Industries Ltd○ Prime Textile Spinning Mills Ltd.	Statutory Audit
Private Limited	<ul style="list-style-type: none">○ Summit Holding Ltd.○ Shepherd Textile (BD) Ltd.○ Taiwan Food & Processing Ltd.○ Grameen Shakti○ Netrokon Accessories Ltd.	Statutory Audit
Private Limited	<ul style="list-style-type: none">○ Power Backbone Ltd.○ RSS Thread & Accessories Ltd.○ NADIA Furniture Ltd.○ Multimax International Ltd.	Internal Audit
Govt. Organization	<ul style="list-style-type: none">○ Local Government Supporting Project (LGSP).○ Bangladesh Rural Electrification Board	Statutory Audit

ACADEMIC QUALIFICATION:

Master of Business Administration (MBA)

International University of Business Agriculture and Technology (IUBAT)

Concentration: Finance and Banking

Result: GPA 3.60 out of 4.00

Year: Not-Appeared

Major Courses: Business Communication, Database Management Systems, Business Condition Analysis, Managerial Finance, Quantitative Business Analysis and Research, Banking and Financial Institutions, Financial Management.

Bachelor of Business Administration (BBA)

International University of Business Agriculture and Technology (IUBAT)

Concentration: Finance and Banking

Result: CGPA 3.70 out of 4.00

Year: 2015

Major Courses: Financial Accounting, Cost Accounting, Auditing, Taxation, Accounting for Management Control, Business Research, Corporate Finance, Commercial Bank Management.

Higher Secondary School Certificate (HSC)

Group : Commerce
Result : **GPA 5.00 out of 5.00**
Board : Barisal
Year : 2010

Secondary School Certificate (SSC)

Group : Commerce
Result : **GPA 5.00 out of 5.00**
Board : Barisal
Year : 2008

ACHIEVEMENT:

- ❖ Got University semester certificate both summer and fall in 2012 for obtained GPA 4.00 in the Scale of 4.00 from IUBAT.
- ❖ College Scholarship in General for H.S.C, 2010.
- ❖ District award in general grade for S.S.C, 2008.
- ❖ Aktel-Prothom Alo award, 2008

COMPUTER SKILLS:

- ❖ MS Office, MS Excel
- ❖ Tally, ERP 9, Troyee, Database Management System

LANGUAGE PROFICIENCY:

Language	Listening	Reading	Writing	Speaking
Bengali	High	High	High	High
English	Medium	High	High	High

TRAINING SUMMERY:

Training Title	Topics	Location	Year	Duration
IAS & IFRS	Presentation of financial statements, Inventories, Statement of cash flows, Property, Plant & Equipment's, Provisions, Contingent Assets & Liabilities and Non-current Assets held for sale and Operation.	Mahfel Training Hall	2017	Three months'
TAX & VAT	Calculation of individuals and companies tax assessment, Maintain VAT current account and TDS & VDS.	Mahfel Training Hall	2018	Three months'
Tally Software	Accounting and Inventory Management, Database Management System	Stm Vision Infotech Ltd.	2017	Three month'
National Skill Standard Basic Course	Microsoft Office (Word, Excel, PowerPoint), Experience in working in LAN environment, Sound knowledge on internet operation.	Bangladesh Technical Education Board, Dhaka	2018	Six months'

PERSONAL DETAILS:

Name : Imran Hossen
 Father's name : Sha Iskander Shahin
 Mother's name : Shahida Parvin
 Permanent Address : Vill+Post: Paik-Khali, Tha: Bhandaria, Dist: Pirojpur
 Date of Birth : 10/12/1993

HOBBIES, INTEREST & LEISURE:

Traveling, to develop interpersonal relationship, reading books, playing cricket and football and watching sports, be in touch with the latest technological changes, surfing in the web

REFERENCES:**Reference-1**

Md. Abu Kaiser, FCA
 Senior Partner
 Mahfel Huq & Co.
 Chartered Accountants
 BGIC Tower, Level-4, Topkhana Road,
 Dhaka-1000
 Phone: +88-02-9553143
 Cell: +8801819218475
 Gmail: abukaiser@mahfelhuq.com

Reference-2

Mr. Ramen Pandey
 Manager
 Head of Accounts
 Unicorn Industries Limited
 Zirabo, Ashulia, Savar
 Dhaka, Bangladesh
 01521503060
ramen.pandey@uilbd.com

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualification and my experience.



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(Md Imran Hossen)