

## MD. TITUMIR RAHMAN

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### **Career Objective:**

As a postgraduate in the field of Accounts & Finance my ambition in the long run is to be the Head of Finance/Director of Finance.

### **Career Summary:**

Having over 4 years of experience I have working with Accounts & Finance, Internal Audit, Corporate Treasury.

### **Special Qualification:**

ERP SAP (FICO), Internal Audit, Accounts & Finance, Corporate Treasury, Invoice Processing , Foreign Exchange, ERP 9

### **Employment History:**

**Total Year of Experience : 4.0 Year(s)**

#### **1. Executive, Accounts & Finance ( February 15, 2016 - Continuing)**

##### **Hypoid Composite Knit Ltd. A concern of Karim Group**

Company Location : Chandrashila Suvastu Tower (4th Floor), 69/1, Panthapath, Green Road, Dhaka-1205.

Department: Accounts & Finance

##### **Duties/Responsibilities:**

Maintain & prepare all kind of vouchers, cash book, bank book, bill register, general ledger & different register related to finance & accounts, Preparing, Maintaining & Entering bank related transactions, Preparing and review budget, revenue, expense, payroll entries, invoices and other accounting documents, Stock register maintenance & stock analysis, Perform in commercial side, especially in L/C related function.

#### **2. Executive (Team Leader), Internal Audit ( October 1, 2014 - January 30, 2016)**

##### **Viyellatex Group**

Company Location : Le Meridien (6th Floor), 79/A, Commercial Area, Airport Road, Nikunja-2, Dhaka 1229

Department: Accounts & Finance

##### **Duties/Responsibilities:**

Bill checking with relevant agreement & report writing, Implementation of compliance related issues, Implementation of internal control, Checking with entry making of various bank charges like import, export & service charges, Check Bill of Exchange with SAP and attached delivery challan (Local L/c), Purchase order release with SAP and hard copy of PI, Sub contract bill check with SAP and delivery challan, As per requirement of supervisor, conduct special audit, Identify reportable material facts and Prepare & submit detailed report, Helping of the preparation of new agreement with third parties, Checking all civil construction bill with site engineer, Check final settlement, maternity files & salary sheet & others viz, Monitoring jhute and wastage sale in various unit of the group as demand, Monitoring Leftover stock sale at LMS unit of the group as demand, Market Survey (Subsidies Lunch Facility) & Cash Counting.

#### **3. Executive, Corporate Treasury ( October 1, 2013 - September 30, 2014)**

**Viyellatex Group**

Company Location : 297, Khairtul, Tongi, Gazipura Gazipur - 1712, Bangladesh Phone :8802 9813001-10

Department: Corporate Treasury

**Duties/Responsibilities:**

Bill receiving from vendors as per checklist, Input in SAP by accordingly and send for MIRO/AP and further step, Actively participate in the distribution process of workers wages and salaries, Keep updating Vendors database, Disburse Vendors check /Instrument, Receive bills with Purchase Order and send them promissory notes, Review vendor's account and response to queries, Auditing VTL store, Auditing knitting store, Auditing chemical store, To check invoice a delivery challan according with PO, Any others task assign by management.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration (MBA)	Finance	Daffodil International University	Appeared	2017	1 Years	Academic Award
Bachelor of Business Administration(BBA)	Finance	United International University	CGPA:2.4 out of 4	2013	4years	Academic Award
Higher Secondary School Certificate(HSC)	Humanities	Cantonment Public School &College Bogra	CGPA:3.8 out of 5	2007	2 Years	Academic Award
SSC	Humanities	Naogaon Zilla School	CGPA:4.06 out of 5	2005	-	Academic Award

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
FOREX	Foreign Exchange Currency Trading	E-Master	Bangladesh	Dhaka,Bangladesh	2012	3 Month

**Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 25000
Expected Salary	: Tk. 30000
Preferred Job Category	: Accounting/Finance, Bank/Non-Bank Fin. Institution
Preferred District	: Bogra, Chittagong, Cox's Bazar, Dhaka, Naogaon, Rajshahi
Preferred Country	: Germany, India, Italy, United States, British Virgin Islands, Canada, France, Mexico, Singapore, Switzerland
Preferred Organization Types	: Banks, Leasing, Investment/Merchant Banking, Telecommunication, NGO, Tobacco

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"><li>• MBA/ BBA</li><li>• Foreign Exchange</li><li>• Accounts</li><li>• Administrative/Executive</li><li>• Banks &amp; Financial</li><li>• Finance</li></ul>	Accounts Department,Foreign Exchange Department, Clearing Department,SAP

**Extra Curricular Activities:**

Member-Prothom-Alo Bondhusobha. Arrange different cultural program at UIU.

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

**Personal Details :**

Father's Name : MD.Anisur Rahman  
Mother's Name : Rashida Begum  
Date of Birth : January 1, 1990  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
National Id No. : 19902691648031213  
Religion : Islam  
Permanent Address : Village -Chaldev Para, Post Office- Naogaon, Police Station-Naogaon, District - Naogaon, Naogaon-6500  
Current Location : Dhaka

**Reference (s):****Reference: 01**

Name : Shakila Aziz,CFA  
Organization : United International University  
Designation : Assistant Professor  
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**Reference: 02**

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