

## MUHAMMAD DELOWAR HOSSAIN (DIPON)

Address: House-140 (1st Floor), New Ashkona Main Road, Dakshinkhan-1230, Dakshin Khan, Dhaka

Primary Mobile No: 01711195364

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Primary Email : delowar.dipon@gmail.com

Alternate Email : delowar.dipon@yahoo.com



### **Career Objective:**

To build up a career in a responsible in a competitive and dynamic environment with excellent career development, prospect by the application of my integrity and competency .

### **Special Qualification:**

CA Professional Level (800 Marks completed). CA Certificate/Knowledge Level completed . ACCA UK. International at Professional Level 900 Marks completed out of 1300.

### **Employment History:**

**Total Year of Experience : 7.0 Year(s)**

#### **1. Senior Executive Accounts & Finance ( April 1, 2019 - Continuing)**

##### **NOMAN GROUP**

Company Location : Corporate Head office, 115-120, Motijheel C/A, Dhaka -1000.

Department: Accounts & Finance

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

Receive and check financial documents from suppliers, customers and employees on regular basis. Maintain of general ledger. Prepare accounts independently along with checking of bills and preparation of vouchers. Work on all kind of party advance adjustment & report accordingly. Reconcile accounts monthly to ensure accurate reporting and ledger maintenance. Maintain book of accounts as required by income tax, vat rules, company act and other relevant acts. Implement rules & regulations among employees regarding financial matters. Maintain company accounts, cash and bank transaction, receipt and payment statement, stock records trial balance, profit and loss account. Support the management team in all financial requirements.

#### **2. Sr. Executive Accounts & Finance ( July 1, 2016 - March 31, 2019)**

##### **Multimode Commodities Ltd.**

Company Location : House 20/6 (4th Floor), East Panthapath, North Dhanmondi, Kolabagan, Dhaka 1205

Department: Accounts & Finance

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

Verify, allocate, post and reconcile accounts payable and receivable. Prepare error free Accounting reports and present their results. Analyze financial information and summarize financial status. Participate in financial standards setting and in forecast process. Prepare financial statements and produce budget according to. Assist with Tax Audits and Tax returns. Direct Internal and External Audits to ensure compliance. Plan assign and review staff`s work. Develop and document business process and accounting policies to maintain and strengthen. Supporting the Finance manager and Executives with projects and tasks when required.

#### **3. Executive Accounts & Finance ( July 1, 2013 - June 30, 2015)**

##### **Configure Group**

Company Location : House 132 (1st Floor), Road 13/C, Block E, Banani, Dhaka 1213

Department: Accounts & Finance

**Duties/Responsibilities:**

Assisting in preparation of budgets. Managing records and Receipts. Reconcile daily, monthly and yearly transaction. Preparing balance sheets. Preparing Invoices. preparing cash, bank & journal vouchers.

To maintain petty cash.

Sound knowledge in Tally software.

Being a key point of contact for other departments in financial and accounting matters. Resolve financial disputes raised by the customer service and sales team.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Professional Accounting (MPA)	Accounting & Information System	University of Dhaka	CGPA:3.13 out of 4	2018	2016-2018	Good
Bachelor of Social Science (BSS)	Social Science	National University	Second Class, Marks :51%	2002	2000-2001	Good
HSC	Science	Govt. Ashek Mahmud College	First Division, Marks :67%	1998	1996-97	Good
SSC	Science	Jamalpur Zilla School	First Division, Marks :71%	1996	1994-95	Good

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Tally ERP 9	(Accounting, Inventory, Payroll & MIS Software)	stm Vision infotech LTD.	Bangladesh	Green Road, Dhaka	2015	02 month
Chartered Accountancy Course(CA. CC)	Financial Accounting, Audit & Assurance, Business strategy, Financial Management, Finance, Advanced Managerial Accounting, Taxation & Vat, Corporate law, Information Technology.	ACNABIN Chartered Accountancy firm	Bangladesh	BSRS Bhaban (13 th Floor), 12 kawran bazar, Dhaka	2005	03 years

**Professional Qualification:**

Certification	Institute	Location	From	To
CA Application Level -( knowledge/ Intermediate Level (800 marks) completed )	ICAB	Dhaka	June 1, 2011	August 22, 2015
ACCA, 900 marks completed out of 1300.	ACCA	UK. International	June 1, 2010	May 28, 2018

**Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Preferred Job Category	: Accounting/Finance, Bank/Non-Bank Fin. Institution, NGO/Development
Preferred District	: Chattogram, Cox's Bazar, Dhaka, Gazipur, Jamalpur, Sylhet
Preferred Country	: Australia, Austria, Canada, Finland, Germany, Italy, Japan, United Arab Emirates, United Kingdom, United States
Preferred Organization Types	: Banks, Insurance, Leasing, Investment/Merchant Banking, Manufacturing (FMCG), NGO, Trading or Export/Import, Multinational Companies, Pharmaceutical/Medicine

Companies, Food (Packaged)/Beverage, Agro based firms (incl. Agro Processing/Seed/GM), Tea Garden

**Language Proficiency:**

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

**Personal Details :**

Father's Name : Late Abul Kashem Khan  
Mother's Name : Rejia Begum  
Date of Birth : August 14, 1981  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
National Id No. : 4184381467  
Religion : Islam  
Permanent Address : Shakal Bazar Road, Jamalpur-2000, Jamalpur Sadar, Jamalpur  
Current Location : Dhaka

**Reference (s):**

**Reference: 01**

Name : ABM Azizuddin FCA  
Organization : ACNABIN Chartered Accountants  
Designation : Partner  
Address : BDBL Bhaban (13Th Floor), 12 Kawran Bazar, Dhaka 1215  
Phone (Off.) : 8144347-52  
Phone (Res.) :  
Mobile :  
E-Mail : acnabin@bangla.net  
Relation : Academic

**Reference: 02**

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Academic