



MD. EHSANUL KABIR

Accounting and Finance Professional (ACCA)

+8801833362107

anik01932002@gmail.com

WORK EXPERIENCE

5+ Years

AGE

29

Summary

Capable Accounting Assistant Manager successful at managing multiple Accounting tasks and consistently meeting deadlines under pressure. Extensive knowledge of accounting software and processes. Skilled in regulatory reporting, accounting operations, budget forecasting and financial reporting. Proficient in supplying quick responses to financial inquiries from internal management and potential clients. My present salary is BDT. 35,000.00 and Expected salary BDT. 45,000.00

Highlights

- | | |
|-----------------------------------|--|
| 1. Accounts receivable/payable | 10. Software expertise (Tally, Oracle ERP etc) |
| 2. Bank/Sales/VAT reconciliations | 11. Analytical |
| 3. General ledger accounting | 12. Creative problem solving |
| 4. IAS and IFRS knowledge | 13. Familiar with MS Excel |
| 5. Invoicing and payments | 14. Flexible |
| 6. Financial statement analysis | 15. Detail-oriented |
| 7. Budget forecasting expertise | 16. Organized |
| 8. Reporting proficiency | 17. Hard working |
| 9. Business development | 18. Team leadership |

Experience

1. Assistant Manager - Finance & Accounts

(August 20, 2016 to Continue)

Rangs Group (Metro Foils Limited & Zest Polymers Limited)

- To prepare accounts independently along with checking of bills and preparation of vouchers.
- To maintain all ledgers, bank reconciliation, salary sheet etc in tally software.
- To preparation of monthly budget for operating expenses & monitor sales and collection to meet the budget.
- To manage all vat and tax related documents.
- MRP: procurement, rate collection and market price justification.
- Inventory control: maintain current stock & execute minimum purchase requirement.
- To control outstanding collections, procurement and payment.
- To review monthly sales target vs achievement.
- Implement rules & regulations among employees regarding financial matters.
- Developing external relationships with appropriate contacts, e.g. solicitors-bankers as well.
- To prepare the project proposals for obtaining loan from different financial institution.
- Project wise working capital management, fund & loan management, investment analysis.
- To prepare budget and forecasting activities.
- To follow up existing bank interest / profit service charges etc as per sanction letter.
- To establish internal control systems as and where required necessary.
- To prepare cost benefit analysis of each activity in business processes, identifying key and critical processes to operate at optimum cost.
- Ensure the timely reporting of all monthly financial information statements and reports.

- All product costing, spare parts costing & posting in tally with stock entry at tally, periodic stock adjustment in price & quantity issues.
- To monitor all L/C related transactions and prepare L/C landed cost for each L/C products.
- To maintain fixed asset register, charging depreciation & periodic revaluation.
- To ensure factory physical inventory in every month and control any compliance issue of the factory end.
- To update factory operational process, e.g. factory accounts, stores, work-in-process, finished goods, delivery systems etc.
- Well documentation of all accounting and financial papers and documents of the Company.
- Any other duties assigned by the managing director/ director

2. Sr. Executive - Finance & Accounts

(January 01, 2015 to August 19, 2016)

Bengal Group of Industries

- Types of accounting activities in daily basis.
- All types of finance & banking activities daily basis.
- To ensure proper fund management.
- To provide MIS report to management in daily basis.
- To prepare financial position quarterly & provide to management.
- To prepare product costing, budget in monthly basis.
- To prepare factory operational activities report and provide to management.
- To prepare liability position.
- To prepare bank reconciliation and sister concern reconciliation.
- And others administrative work to be done by management.

3. Assistant Accounts Officer - Finance & Accounts

(January 02, 2012 to December 31, 2014)

ACI Limited

- To check up daily expenditures, vouchers, requisition and daily transaction.
- To prepare daily relevant journals, prepare payment voucher, cheque and input into Accounting Software.
- To maintain Accounting software.
- To prepare sales reconciliation monthly.
- To prepare monthly purchase provision.
- To maintain cheque register book daily.
- To prepare monthly stock valuation.
- To prepare trade payable and trade receivable monthly basis.
- To maintain all financial information including receipt & payment files and records for the purpose of ensuring availability of documentation.
- To prepare documents of Internal/External Audit.
- To prepare bank reconciliation daily basis.
- To collection GRN from factory at the end of month for inventory report.
- Collection entry daily basis.
- To deducted TDS & VDS from supplier's bill as per Govt. rules.
- To prepare TDS statement end of month and prepare TDS challan.
- To prepare VDS statement end of month and prepare VDS challan.
- To prepare L/C related documents for import and entry to Accounting Software.
- To ensure import L/C payment from our authorized Bank.
- To prepare loan schedule for Bank.
- To prepare intercompany reconciliation monthly basis.
- To prepare intercompany financing cost as per company internal rules.
- To prepare monthly MIS report.
- To prepare monthly bill payment and adjustment report.
- To ensure all voucher authorized by management.
- To monitor financial activities, transactions and expenditures daily basis.

- To maintain general ledger on software monthly basis.
- To maintain Accounting and Financial forecasting, budgeting and implementation.
- To prepare monthly profit and loss statement & financial statements.
- To prepare KPI report monthly basis for proper authority.
- To maintain monthly factory audit.
- Internal audit and investigation.
- Other banking related works.

Education

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|------------------------|---|
| 1. Exam Title | : Masters of Business Studies (M B S) |
| Concentration | : Accounting |
| Institute | : National University |
| Result | : First Class, Marks: 67% |
| Passing Year | : 2010 |
| | |
| 2. Exam Title | : Bachelor of Business Studies (B B S) |
| Concentration | : Accounting |
| Institute | : National University |
| Result | : First Class, Marks: 68.68% (Secured 9th place in Hon`s) |
| Passing Year | : 2009 |
| | |
| 3. Exam Title | : Higher Secondary School Certificate (H S C) |
| Concentration | : Science |
| Institute/Board | : Jessore Board |
| Result | : CGPA: 3.60 out of 5.00 |
| Passing Year | : 2005 |
| | |
| 4. Exam Title | : Secondary School Certificate (S S C) |
| Concentration | : Science |
| Institute/Board | : Jessore Board |
| Result | : CGPA: 3.88 out of 5.00 |
| Passing Year | : 2002 |

Professional Qualifications

Association of Chartered Certified Accountants (ACCA): 2nd part running and also completed 5 Subjects.

Computer Proficiency

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Internet Browsing
- Software Knowledge – Tally ERP9, Oracle ERP, Green Software, Accounting Mirror.

Languages

- Bangla
- English
- Hindi

Personal Interests

- Reading Books
- Watching TV

- Travelling etc

Personal Details

- **Father's Name** : Md. Akbar Kabir
- **Mother's Name** : Najnin Kabir
- **Date of Birth** : December 20, 1987
- **Gender** : Male
- **Marital Status** : Married
- **Height** : 5 feet 8.50 inch
- **Nationality** : Bangladeshi
- **National ID No** : 5515725206347
- **Religion** : Islam (By Birth)
- **Present Address** : 10/F, Flat # 2B, Shudha Khunjo, Mirbagh Moor, Moghbazar, Dhaka, Bangladesh
- **Permanent Address** : Vill-Baliadanga, Post-Alukdia bazar, P.S. + Dist. - Magura, Magura-7600
- **Contract Number** : +8801833362107, +8801556352857

Reference (s):

Reference: 01

- **Name** : Biddut Chandra Gupta ACA
- **Organization** : Bengal Group of Industries
- **Designation** : Chief Financial Officer (CFO)
- **Address** : Bengal House, 75, Gulshan Avenue, Dhaka 1212
- **Mobile** : 01841825707
- **Relation** : Professional

Reference: 02

- **Name** : Muhammad Yousuf
- **Organization** : Jalalabad Gas Field, Chevron Bangladesh
- **Designation** : Field Security Manager
- **Address** : Lackatoorah, Airport Road Sylhet 3100, Bangladesh
- **Mobile** : 01711594845
- **Relation** : Relative

Declaration

I, Md. Ehsanul Kabir, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



Md. Ehsanul Kabir