



## MD. MOIN UDDIN FCS

### Contact Information

Grand Palace, C-1, 333/9-10, Block-B,  
Khilgaon, Taltola, Natun bagh, Dhaka-1219  
Mobile No. 01715-007415  
E-mail: moin\_u@yahoo.com

### Summary of Experiences

- 23 Years' experiences in auditing, financial management, budget management & planning, grant management, operational management and secretarial management.
- 12 years' of experiences in public limited company operational management along with financial management, budget planning & management.
- 3 and half years' experiences in auditing as chartered accountancy article student.
- 5 years' experience in private organization financial management.

### Educational & Professional Qualification

Degree	Institution
Fellow Chartered Secretary	Institute of Chartered Secretaries of Bangladesh
PGD in CVITM	DCCI Business Institute(DBI) and American International University (AIUB).
Advance Certificate in Business Administration(ACBA)	Institute of Business Administration(IBA), University of Dhaka.
M.Com in Management	2 <sup>nd</sup> Class, Dhaka College, National University, Bangladesh
B.Com	2 <sup>nd</sup> Class, Dhaka Commerce College, National University, Bangladesh
H.S.C.	1 <sup>st</sup> Division, 1993, Jashore Board
S.S.C.	2nd Division, 1991, Jashore Board

### Job Experiences

#### A. Job Experiences with: Karnaphuli Insurance Co. Ltd.

Position : Deputy Managing Director & Chief Financial Officer  
Report to : Managing Director & Chief Executive Officer  
Duration : October-2011 to till date.

#### Major Job Responsibilities :

- Ensure compliance of operations with company's rules, regulations and policies, implementation of corporate operational strategies, establishment of management targets and monitoring of achievement of results.
- Proper planning, expenditure tracking and audit of financial resources.

- Constantly monitor and analyze the operating environment, timely readjustment of the operations, risk assessment and ensure any necessary advice on legal considerations.
- Supervision of Income Tax & VAT related works and submitted documents within time frame.
- Works as an compliance officer. Look after Secretarial Department when Secretary is absent/on leave.

#### **B. Job Experience with HMR**

Position : Chief Executive Officer  
Duration : January 2007- Sept. 2011

##### **Major Job Responsibilities:**

- Preparation of financial statements.
- Budget preparation for the whole year.
- Monitor Bank and Cash Transactions and Fund Management.
- Supervision of Income Tax & VAT related works and submitted documents within time frame.
- Strong supervision of the cash management, as a result cash is properly utilized for the various operational expenses and investment.

#### **C. Job Experience with Partex Group**

Position : Accounts Manager  
Company's Name : Star Vegetables Oils Ltd.  
Department : Accounts Department  
Duration : June 2001 -2006  
Major Job Responsibilities :

- Preparation of Bank Reconciliation Statement.
- Preparation of Financial Statements.
- Preparation of landed cost statement.
- Control and maintain of accounts with accounting software.

#### **D. Job Experience with Noorani Group**

Position : Accounts Officer  
Duration : January 2001- June -16, 2001

##### **Major Job Responsibilities :**

- Support to the management and board with all necessary accounts statements & report.
- Established internal control system to stop unnecessary investment and operational cost that contributed bottom line savings.
- Worked with Tax Consultant to taking care of company's VAT, Income Tax & other such issues.
- Control & maintain of accounts with accounting software.





#### **E. Job Experience /Article ship with A. Wahab & Co.**

Position : Article Student /Auditor  
Duration : 1997-2000

##### **Major Job Responsibilities :**

- Three and half years Chartered Accountancy course completed from A. Wahab & Co., Chartered Accountant which is a member firm of Leading Edge Alliance (L.E.A), LEA is a US based association of independent accounting with office in almost all major cities of the world. At the tenure of my article ship lots of companies like Monno Group, Dekko Group, National Bank Ltd., Oriental Bank Ltd., American Recreation Association. US commissary, Pragati General Insurance, Pragati Life Insurance, Rupali General Insurance Co. Ltd., Meghna Life Insurance Co. Ltd., Wintex Co., Erbis Engineering Co., etc. audited by me.

#### **Relevant Training/Seminar**

- Obtained Certificate on Rules and procedures of VAT and Income Tax from DCCI Business Institute.
- Obtained Certificate on Income Tax & VAT from Professional Training Centre.
- Basic Certificate Course on Insurance from Bangladesh Insurance Academy, Mohakhali, Dhaka.
- Certificate on Financial Statement Analysis organised by Dhaka Stock Exchange.
- Income Tax return filing organised by Prothom-alojobs.com .

#### **Computer Proficiency**

- Windows Operating System: MS-Word, MS-Excel, Power Point, Insurance Accounts Software provided by IBCS PRIMAX.

#### **Membership**

- Fellow Member of Institute of Chartered Secretaries of Bangladesh Member No.F-0336.
- Associate Member of Bangladesh Insurance Academy Registration No.2500/Oct-15 .
- Income Tax Practitioners. Registration No.0418/2017.

#### **Personal Information**

Father's Name	:	Md.Siddique.
Mother's Name	:	Mrs. Kohinoor Begum.
Permanent Address	:	Vill: Ukil Para, Post: Bhola, P.S: Bhola, Dist: Bhola.
Present Address	:	Grand Palace. C-1, Khilgaon, Taltola, Natunbagh, Dhaka.
Date of Birth	:	6 <sup>th</sup> June 1976.
Home District	:	Bhola.
Nationality	:	Bangladeshi.
Marital Status	:	Married.
Blood Group	:	B (-) Negative.
Religion	:	Islam (Sunni)
National ID No.	:	551 778 6108

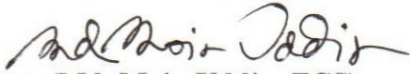


<b>Reference</b>
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1. **Prof. Md. Mohiuddin**  
Director(Admin and HR)  
Meghna Life Insurance Co. Ltd.  
Biman Bhaban (2<sup>nd</sup> Floor)  
100, Motijheel C/A., Dhaka.  
Cell : 01711137371.

2. **Nurul Wahab, CPA, FCA**  
Partner, A. Wahab & Co.  
Cell No. 01819214692  
Hotel Purbani, Annex-2, (4<sup>th</sup> Floor)  
1,Dilkusha, Dhaka.

I, the undersigned declare that the information specified in this resume is true to the best of my belief and knowledge and correctly describe my experience and my self.



Signature: (Md. Moin Uddin FCS)