

Md Rashaduzamman Rian

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SUMMARY

A qualified & experienced finance - accounting professional looking for an opportunity in a competitive & challenging environment to pursue growth in my career. I have a wide range of experience in different audit engagement with the implication of divergent accounting & finance module/application including comprehensive financial & corporate reporting. I want to derive all my skill, efficiency, knowledge & experience through practice to make effective contributions in achieving an organization's goal. A strong & confident individual having excellent speaking, listening and writing skills in English. I am eager to diversify my experience portfolio with more learning & excited about beginning my career in this dynamic industry.

PROFESSIONAL PROFILE

- Good understanding & experience in financial & corporate reporting.
- Well competent to work on financial analysis, capital structuring, managing financial instruments, budgeting & forecasting, risk management & cost management.
- Sound knowledge of Accounting policies, International Financial Reporting Standards (IFRS), International Accounting Standards (IAS) & International Standards on Audit (ISA).
- Excellent Communication, Interpersonal & Report writing skills.
- Strongly ethical and have the capability to perform multiple-assignment under extreme pressure & tight deadline. Also adaptable to any business circumstances.
- Highly enthusiastic on delivering highest efforts in the course of value addition in all assignments

PROFESSIONAL QUALIFICATION

FINALIST WITH THE ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANT (ACCA)

INITIAL START WITH INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH (ICMAB)

EDUCATION

GRADUATION: Achieved Advanced Diploma in Accounting & Business gaining (Equivalent to Second Class) under ACCA Qualification Board.

Completing year: December 2014

FOUNDATION IN ACCOUNTANCY (FIA): Acquired Diploma in Accounting & business, FIA degree under ACCA Qualification Board in June 2012.

HIGHER SECONDARY SCHOOL CERTIFICATE (H.S.C): Awarded top **Grade GPA-4.90** from the Department of Business Studies under Dhaka Board in 2011 from **Saint Joseph Higher Secondary School, Dhaka.**

SECONDARY SCHOOL CERTIFICATE (S.S.C): Carried out highest **Grade GPA-4.93** from the Department of Business Studies under Dhaka Board in 2009 from P.T.G.D Govt. High School, Shariatpur, Dhaka.

WORK EXPERIENCE

Total Year of Experience: 4 Year and 2 Months

FIFOTech

Sister Concerns- Golden Fiber Asia, Call Bazar, A-Z BPO

Position- Manager Finance & Admin

Duration: 1st November 2016 -Present

Responsibilities

- Performed general financial controls including receipt and recording of income, control overpayments, financial statement reconciliations, in particular, bank and fixed deposits, and management reporting on the appropriate use of funds.
- Maintained Finance, Accounts, full procurement process, Government audits, Bill submission, Fund Management for **She Power Project under Ministry Of ICT**.
- Maintained Finance, Accounts, Remittance claim with incentive claim as per Bangladesh Bank guidelines, procurement process, Government audits, Bill submission for **Logitech Private Ltd**.
- Maintained Finance, Accounts, full procurement process, Government audits, Bill submission, Fund Management for **Skills for Employment Investment Program (SEIP) for SEIP-BACCO-FIFOTech**.
- Reviewed treasury processes including investing and borrowing decisions, cash flow forecasting and reconciliation and reporting. Performed control testing to ensure compliance with relevant loan covenants & reviewed loan amortization schedule Processes and controls over strategic alliances and promotions.
- Carried out tendering process and vendor selection for inventory and general procurement including ethical sourcing considerations for products sold with the approval of requisitions and purchase orders, use of approved suppliers and segregation of duties throughout the purchasing process.
- Executed capital expenditure controls, monitoring of actual costs against budget throughout the project and subsequent analysis at project completion. Checked controls in place to verify the existence of fixed assets, Authorization & approval process of fixed assets acquisition/disposal & Physical verification.
- Operated inventory planning/forecasting process, monitoring of inventory KPIs (aging, turnover, etc.), Quit, clearance, pricing, ROI, markdown and write-off & returning processes for Golden Fiver Asia (A Sister Concern of FIFOTech).
- Carried out a detailed assessment of the key processes and controls within the payroll process including addition/termination of employees, changes to pay rates, controls over amendments, calculation of payroll, benefits, bonuses and tax payments, and physical security of payroll data.

- Executed detail assessment of the company's year-end trial balance by performing a range of assertions & different audit procedures to conclude satisfactory opinion on particular heads of the financial statements hence to finalize the audited financial statements working as a team.
- Obtained & assessed the breakup of year-end total vendor, income & withholding VAT moreover advance & deferred TAX to confirm the accuracy & compliance according to the NBR.
- Reviewed the internal cost allocation, the monthly fund received & yearly dividend payable to foreign Co. to comply or matched with the guideline of transfer pricing & local Govt. Authority.
- Co-ordinated in the process of Business Analysis & Preparation of the report on current Market Share, Analysis of Market Growth, Competitor analysis of Golden Fiver Asia using different Business Model.
- Performed test of control, the test of details, cut off testing & trial balance mapping on different Financial Statements head like Cash & Cash equivalent, expenditure, Share Capital, Current Liability, etc.
- Reviewed the Financial Statements, Performance Assessment Report & Safeguard Database of UP by conducting external verification & assessing of the supporting's.
- Prepare & compiled the Financial Database of the UP's & Co-ordinated in the process of the Final Report on different segments of this review Engagement.

Styline Ltd

Duration: 1st June 2015 -1st October 2016

Position- Assistant Manager, Finance & Account

Responsibilities

- Styline Imported many types of Goods, Maintained their accounts, Ledger, Payments, Dues.
- Performed test of control, a test of details, cut off testing & trial balance mapping on different Financial Statements head like Cash & Cash equivalent, expenditure, Current Liability, etc.
- Payments to CNF Agents.
- Prepared Monthly, Half-Yearly & Yearly Financial Report, Income Statement, ROI.

Proresource Services Ltd

Duration: 1st October 2014 -1st April 2015

Position- Executive Finance & Accounts

Responsibilities

- Pro Resource Services Ltd is an Accounting BPO Firm. So that as per client requirement made different types of companies Financial Report, Income Statement, Balance Sheet, Tax File, Accounts Receivable, Accounts Payable, General Ledger Etc.
- Visited client's office to overlook cash book, Bank book, Asset Register Etc.

TECHNICAL SKILLS

- Proficient in the use of MS Office applications like word, excel, outlook, and PowerPoint.
- Good knowledge, understanding & efficiency in using SAP Software.
- Capable of thinking critically & solving problems. Also adaptable to any business circumstances

TRAINING PROGRAMS

- Engaged in the workshop on “Finance Accounting Outsourcing-FAO”, organized by BACCO.
- Attend & participate in the BACCO Induction Training based on Developing leadership skills, Risk Mapping & Risk Management, corporate behavior at the BACCO office.
- Engaged in the workshop on “Public Procurement Rules”, organized by BACCO.

INTEREST

- Enjoy in Participating cultural programs.
- Listening to Music & traveling anywhere.

REFERENCES

1. Sayed Asif Aziz, ACCA, CFA
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SIGNATURE: 