

Kazi Mahmudul Hasan

Experienced in Audit, Accounts & Finance

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A highly professional and motivated individual with more than 17 years of experience in different local organizations at home in Audit, Finance and accounting works, implementation of organizational Export Import LC, CC and all other audit related compliances. Persuasive communicator and like to work in challenging role with a Smart team. Proactive problem solver and team player having proven track records of managing business successfully in globally.

Career Highlights:

<ul style="list-style-type: none"> • Conducting internal and external audit program. • Report to top management. • Banking transection Inward remittances monitoring and reconciliation. • Following up fund management as per SOP. 	<ul style="list-style-type: none"> • Inward & Outward export proceeds reconciliation. • Receiving Remittances thru TT and LC, Online fund transfer, Funding & Reconciliation for export & Import. • Master and Back to Back L C Management thru accounts department.
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Position Looking for: Any Suitable Position in Audit and Accounts Department.

Tenure	Designation, Organization & Achievement	Areas of Expertise in brief
November, 2022 - Continue	Purchasing Manager, Al Madar Al Fede Foodstuff Trading L. L. C Dubai, UAE	Responsible for Audit Financial Report and WPS, Staffs Salary Transfer, Salary Accounts Opening, Staffs Remittances execution thru Money Exchange. Stock Managing and others audit related works. Planning, organizing, managing, supervising, monitoring, following up of all works relating to the audit and Accounts and purchase of the company. Developing effective relationship with all the stakeholders.
March, 2022 – October, 2022	Manager, Audit (Head of the Department) Doctor TIMS Pharmaceuticals Ltd. Dhaka, Bangladesh. Developed audit direction and Accounting Process in the organization.	Working as Head of the Audit department with Managing a team of 17 Members of Audit & Accounts and Reporting to the Chairman directly. Responsible for the planning, prudentially implementation of the plan, motivating team member to achieve the goal of the department as well as the company. Performing as a Finance and Accounts Manager as well, Maintaining the service excellence & finally responsible for the preparation of the financial statement of the Company. Major responsibilities was: <ol style="list-style-type: none"> Conducting audit program within the organization Report to management (monthly & quarterly basis). Review the reports that were prepared by other auditors. Term Loan, OD & others Bank Accounts monitoring and reconciliation. Follow-up day to day sales collections through banking channel as per SOP. Prepared financial Statement. (Monthly, Quarterly &

		yearly) vii. Coordinate with Tax consultant regarding Income Tax return submission and Assessment. viii. Follow-up return submission to The RJSC regarding share transfer and share allotment. ix. Other relevant works assign by the management.
November - 2016 to February – 2022	Manager. Finance & Accounts Amulet Pharmaceuticals Ltd. Dhaka, Bangladesh. Achievement: Implemented accounting software in 2020 which reduced manual error and speed up the data entry process.	Amulet Pharmaceuticals Ltd. is one of the growing pharmaceutical industry in Bangladesh with its headquarter in Dhaka. It has been developing, manufacturing, selling and distributing pharmaceutical products throughout Bangladesh according to GMP, WHO guide line with more than 500 workforce. Major responsibilities was: <ul style="list-style-type: none"> i. Coordinate with Issue Manager and Bangladesh Securities and Exchange Commission (BSEC) regarding IPO related work of the company. ii. Prepare Documents for commercial bank and NBFIs for working capital, Term loan etc. iii. Follow up Banking Transaction regarding Term Loan and OD Accounts and reconciliation. iv. Monitoring all financial transaction relating to L C's and LATR. v. Check bill and Voucher of creditor's and Process for payments. vi. Coordinate with external auditor to complete yearly audit. vii. Monitoring monthly VAT return submission in time. viii. Coordinate with Tax consultant regarding Income Tax return submission and Assessment. ix. Follow-up return submission to The RJSC regarding share transfer and share allotment.
FEBRUARY 2008- OCTOBER 2016	Manager-Finance and Accounts Suman Fashion Garments Ltd. Dhaka, Bangladesh Achievement: Reduced VAT, TAX and others payable by approx. 20% annually on different expenses.	Suman Fashion Garments Ltd is a 100% Export oriented Woven garments industry in BD with more than 2000 worker. Yearly turnover was near about 20 million USD. Main buyer was H & M, Gloria Jeans, and GAP etc. I have served in different position in this organization. As a Manager, Finance & Accounts at Suman Fashion Garments Ltd. my responsibilities were, <ul style="list-style-type: none"> i. Monitoring all financial transaction relating to Export proceeds and Back to Back L/C's. ii. Check bill and Voucher of creditors; maintain creditor's ledger and Process for payments. iii. Coordinate with external auditors regarding Audit iv. Prepare financial statements as per IAS/IFRS, Companies Act 1994 v. Coordinate with Tax consultant regarding Income Tax return submission and Assessment. vi. Ensure timely and accurate periodical financial reports and practices, including cash management, payroll, financial disbursements etc.

OCTO 2006 - JAN 2008	Internal Auditor Association for under Privilege People (AUP), Dhaka.	Association for under Privilege People (AUP) is a listed and funded NGO's of PKSF, Netherlands, Demark and UK. It's works with under privilege people of the country in different district with more than 150 work force. My responsibilities at AUP were; i. Conduct internal audit. ii. Check inter branch transaction with Head Office. iii. Analyzes transactions, understands and explains variances, and proactively identifies potential problems and solutions.
JULY 2005 - SEP 2006	Accounts Assistant A Matin & Co. Chartered Accountants Dhaka.	A MATIN & CO. is a Chartered Accountant firm with a portfolio of over 200 clients. It provides both accounting and business developments services to its clients with a team of Three Chartered accountants. My responsibilities included; i. Extensive involvement managing client relationships at all levels of well diversified client portfolio. ii. Preparing audit schedule of the clients and following up the audit schedule. iii. Attend client's establishment to maintain sales, purchase and expenses ledger. iv. Support to prepare client's Monthly VAT return.
JAN 2002 – JUNE 2005	C A Article ship A Matin & Co. Chartered Accounts	A MATIN & CO. is a listed Chartered Accountant firm under The Institute of Chartered Accounts of Bangladesh (ICAB) with a portfolio of over 200 clients. It provides both Auditing, accounting and business developments services to its clients with a team of Three Chartered accountants. As an article ship my main responsibility were to perform as an external auditor. During my tenure, I have audited Bank, group of company, proprietor ship company, NGO and Government organization. Such as; i. Rupali Bank Ltd (Assets portion as Audit Team Leader) ii. Bangladesh Krishi Bank. (Liability As Assistant Team Leader) iii. Shapla Group of company iv. Amra kori. (NGO) v. Islami Bank Bangladesh LTD (Assets portion as Audit Team Leader) vi. The City Bank LTD (Liability As Assistant Team Leader)

Educational & Professional Qualification:

Academic degree/Course	Institutions	Year
ITP (Income Tax Practitioner)	National Board of Revenue (NBR), Bangladesh	2017
Executive MBA in Finance, Human Resource Management	Eastern University, Dhaka, Bangladesh.	2010
C A (C C)	A. Matin & Co. A listed Chartered Accountant firm under ICAB , Bangladesh.	2005
CA Foundation Course (4th Batch)	Institute of Chartered Accountant of Bangladesh (ICAB), Bangladesh	2001
Graduation (B Sc.)	National University (Siddeswari Degree College), Bangladesh.	1999

Training & Workshop:

No	Title	Duration	Name of Organization
1	Training program on Tally ERP 9	3 weeks	The Institute of Cost and Management Accountants of Bangladesh (ICMAB)
2	Income tax filling	1 Day	Hosen Delwar & Co. Chartered Accountants
3	Deduction of Source Tax	1 Day	Hosen Delwar & Co. Chartered Accountants
4	Fund Management	3 Day	BIM, AML and Fraud in Dhaka

Personal Details:

Father's Name : Kazi Nurul Haque (Retired Govt. Officer)
Mother's Name : Mrs. Chamely Begum (House Wife)
Date of Birth : December 7, 1979
Gender : Male
Height (Meter) : 5.6 Fit
Marital Status : Married to Ummus Syamin
Nationality : Bangladeshi (By Birth)
Blood Group : B+

Language Skills

- **Bengali** : Excellent proficiency in reading, writing, listening & speaking.
- **English** : Moderate proficiency in reading, writing, listening & speaking.
- **Hindi** : Good working knowledge.

Computer Literacy

- **Word Processing Program** : Advanced skills on MS Office Package.
- **Internet & Email** : Used to Internet and email.

Flexibility:

Available for Training, travelling in home and abroad.

Hobbies & Interests: Travelling.

References: Available upon request.

Acknowledgement: I hereby certify that all the information furnished above is true and correct to the best of my knowledge and behalf.

Best Regards

Kazi Mahmudul Hasan
Date: