



# MOHAMMED KHURSHED ALAM ACMA (A-1695) CHATTOGRAM, BANGLADESH.

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**Executive Summary:** An enthusiastic and dedicated (Post graduate in Finance and Cost and Management Accountants) with over (27 years) experience in the private industry at Bangladesh. Extremely organized with the ability to work both independently of own initiative or as part of a successful team, demonstrating the motivation and multi-tasking abilities required to meet demanding deadlines while maintaining the highest of standards.

## Education

- CMA from ICMAB in January 2022; ■ ITP from NBR in 2013 and member of Chattogram Taxes Bar;
- Passed M. Com. (Finance) from University of Chittagong in 1997;
- Passed B. Com. (Pass) under University of Chittagong in 1992;

## Experience

02/2021 to till date

### Chief Financial Officer (CFO)

#### ■ IRCO Group of Companies, Chattogram

Type of Business: Garments, Accessories, Trading Business, LED Light Manufacturing, Service Provider and location at Chittagong.

**Responsibilities:** Monitoring group operational activities, Fund management & Banking, Financial Reporting, Investment Portfolio analysis, Monitoring Compliance for Legal, RJSC, and Tax & VAT and reporting to the board of Directors.

02/2019 to 12/2020

### Sr. Manager Assurance Service

#### ■ KWSR&C (CA Firm) & AudiiCost (CMA Firm) Chattogram

Type of Business: Financial & Cost Audit Firm and location Chittagong.

**Responsibilities:** Supervise the Audit Team: Cost Audit and Management Audit & Prepare Financial Report, Budget & Variance Analysis; Project Profile, Tax Return Company & Personal and VAT Return.

05/2017 to 12/2018

### Head of Finance & Accounts

#### ■ Alloza Group of Industries, Chattogram

Type of Business: Garments, Accessories, Dealer, Parlor and location at Chittagong.

**Responsibilities:** Loan Processing & Bank Fund Management, Compliance maintain with RJSC, Audit Firm, Tax & VAT Authority, Cost & Budgeting, Financial Reporting to Management.

04/2005 to 2/2017

### DGM (F&A)

#### ■ Salim & Brothers Ltd., Chattogram

Type of Business: Textile, Garments, Accessories, Washing & Oil, and Private Bank and location at Chattogram.

#### **Responsibilities:**

- Prepare Financial Report on software (Tally) and reporting to management;
- LC Procedures & loan processing, maintain compliance with RJSC, Audit Firm, Tax & VAT authority, submission of return of companies & employees, monthly VAT return submission;
- Maintain export and B.B. L/C register and posted in software;
- Collected of MRR from store and JV prepared for materials consumed & capital expenditures;
- Posted JV in software, prepare provisional JV for all units Salaries & Wages, Electricity Bill, Gas bill Telephone Bill WASA Bill, Factory Rent, and Supplier Bill;
- Scrutinized of Bank advice for preparing Bank credit & debit vouchers and posted in software, Collected Bank Statements of CD A/C, FC Held A/C, ERQ A/C, Margin A/C, PC A/C, LTR & PAD A/C & reconciled thereof, Collected export negotiation & realization sheet from Bank for preparing export precede realization voucher, correspondence with Bank and other official forwarding.

05/1999 to 3/2005

### Manager (F&A)

#### ■ Sunman Group of Companies Chattogram

Type of Business: Composite Textiles, Garments, Accessories, Soft drinks, Insurance, Airline, Carton, Poly, Label, Sewing Thread, Button, Ball and Chemical Industries and location at Chittagong.

**Responsibilities:** Prepare: Bank books, export & import register, assets register, journal voucher, units & group accounts (maintain in software), export statement, monthly cash budget, B/P statement, B/R statement, unit T/B, bank T/B & group T/B, semi-annual financial report, prepare L/C wise job costing, and reporting to management.

02/1997 to 04/1999

### Accounts Officer

#### ■ Alltex Industries Limited Dhaka

Type of Business: Composite Textiles, Garments, Construction firm, BGC trust and location at Dhaka.

**Responsibilities:** Prepare: Cash voucher, journal Voucher, cash flow statement, cash book; monthly salary sheet and disbursement, monthly wastage sales statement, monthly store ledger, prepare process costing, budget, MIS and reporting to management.

## Skill

- Training Title (Integrated Accounting Software): **Tally & Quick Book**
- MS OFFICE
- WINDOWS10
- Adobe Photoshop
- Microsoft Office

## Language

- Mother Language Bengali
- Secod Language English

## References

- **Mr. Imtiaz Alam FCA, FCMA**  
Chairman, Infinity Group of Companies  
12th Floor, As-Salam Tower  
57 Agrabad C/A, Chattogram, Bangladesh.  
Cell: 01748666666
- **Mr. Md. Arshad Ullah FCMA**  
Director (Finance), Sunman Group of Companies, Shaheed Suhrawardi Road, Katowali, Chattogram. Cell: 01819319344