

# MD. YASSIN ACMA

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✉ Dewan Bazar, Bakalia, Chattogram.



## CAREER OBJECTIVE

Leveraging both my theoretical and practical knowledge, derived from a blend of expertise in Cost and Management Accountancy and an academic background in Management, my ultimate objective is to position myself as a proficient decision-maker. With the acquisition of essential skills and competencies, I am currently seeking opportunities for roles such as **Accounts & Finance Head/Treasury Head/ Financial Analyst/ Management Accountant/Cost Accountant**, or any other suitable position within a reputable organization, where I can effectively harness my inherent potential.

## CAREER SUMMARY

A seasoned accounting professional with an extensive background of fifteen years in accounts, finance, and taxation. Proficient in utilizing SAP (FICO Module) and MS Office, with particular expertise in Advanced Excel. Demonstrated commitment to accuracy, efficiency, and excellence in financial management.

### Manager (Finance)

**Pedrollo nk Ltd** (July 01, 2023 - continuing)

Joined as **Deputy Manager (Finance)** at **Pedrollo nk Ltd**  
(September 01, 2020 – June 30, 2023)

#### Major responsibilities:

- Overseeing cash inflows and outflows to ensure the availability of funds for effective financial management.
- Managing and following up on bank loans for Pedrollo nk Limited and its affiliated entities.
- Establishing and maintaining effective relationships with external stakeholders, including banks, financial institutes, regulatory bodies, external auditors, overseas financial partners, and vendors.
- Negotiating with various banks to acquire foreign currencies for LC payments, demonstrating adept financial acumen.
- Monitoring and ensuring the timely preparation of monthly management reports & financial statements on a quarterly, half-yearly, and yearly basis.
- Reviewing month-end closing activities, including provisions, cost allocations, bank reconciliation, and inter-company reconciliation, adhering to established checklists.
- Ensuring the accuracy, transparency, and control in financial reporting processes.
- Crafting informative presentations in PPT format for quarterly and yearly BOD meetings.
- Documenting BOD meeting minutes for quarterly and yearly reviews.
- Approving voucher checking and verification within an online-based billing system.
- Playing a key role in budgeting and forecasting activities to support effective financial planning.
- Monitoring the submission of the Input-Output Co-efficient (Muskah-4.3)
- Monitoring and ensuring compliance with TDS (Tax Deducted at Source) and VDS (Value Deducted at Source) regulations.
- Overseeing the submission of VAT returns and Withholding Tax Returns to ensure timely and accurate reporting.
- Monitoring the preparation of yearly Income Tax Returns.
- Responsively addressing inquiries from the CFO regarding financial results, cost analysis, and special reporting requests.
- Collaborating with the CFO on special projects and workflow process improvements to enhance overall efficiency.

## AREA OF INTEREST

SAP/ERP Implementation

TAX & VAT Management

Management Accounting

Costing

Business Planning

## PROFESSIONAL CERTIFICATION

Cost and Management Accountant

**Associate Member (A-1675)** of “The Institute of Cost and Management Accountants of Bangladesh (ICMAB)”.

## ACADEMIC CERTIFICATION

M. Com (Management), *2<sup>nd</sup> Class 3<sup>rd</sup>*  
National University, 2004

B. Com (Hons) (Management), *2<sup>nd</sup> Class*  
National University, 2003

## TRAINER EXPERIENCE

Conducted a training session on “**Optimize Your Workflow with MS Excel**” organized by ICMAB, Chittagong Branch on 22.04.24

## SKILLS

SAP (FICO MODULE)

SAP B1

FRONTACCOUNTING

TALLY

MS EXCEL (ADVANCED)

MS WORD

MS POWERPOINT

MS POWER BI

MySQL

### **Assistant Manager (Finance & Accounts)**

#### **Rancon Oceana Limited**

(September 16, 2018-August 31, 2020)

##### **Major responsibilities:**

- Preparing the monthly Flash Report and Dashboards as required by the Central office and monthly, quarterly, half-yearly, and yearly financial statements
- Monitoring month-end adjustment entries that all transactions are accounted for complying accrual basis
- Reviewing general ledger every month to ensure accuracy of posting
- Keeping liaison with the bank & other financial institutions regarding financial issues.
- Checking all export & local sales entered into the system
- Budget Preparation & forecasting activities
- Receiving and checking bills from different departments on regular basis to ensure that bills are submitted for settlement per company policies
- Deducting VAT & Tax at the source bills to comply with the rules and regulations of VAT and Tax authorities & follow up to deposit treasury
- Costing of shrimps & white fish after each voyage based on total cost including fuel & packing materials
- Entering the stock of all shrimps & white fish into the accounting system based on voyage costs ensures voyage-wise profit/loss is easily identified.

### **Senior Executive (Accounts & Finance)**

#### **Pedrollo nk Ltd**

(January 01, 2015-September 15, 2018)

Joined as an Executive (January 16, 2011-December 31, 2014)

##### **Major responsibilities:**

- Monthly, Quarterly, Half-yearly, and annuals account preparation & report to Management.
- Maintaining regular accounts and finance tasks, (Daily Transaction, General Ledger, Vendor & Customer Ledger, Bank Reconciliation & Inter-company reconciliation)
- Approval of Voucher checking and verification in an online-based billing system
- Support budget Preparation & Forecasting activities
- Cash Flow Management & Follow-up bank loan
- Keep liaison with the bank & other financial institutions regarding financial issues
- Providing information & documents as required by banks & other financial organizations
- Fixed Asset Management in SAP
- Responds to inquiries from the CFO regarding financial results, special reporting requests, and the like
- Deduction of TDS & VDS as per prevailing law and follow up that to deposit treasury.

### **Executive (Accounts)**

#### **Mostafa Group of Industries**

(May, 12 2009-January 15, 2011)

##### **Major responsibilities:**

- Head classification & voucher posting
- Issue cheques, Bank Reconciliation & Inter-company balance reconciliation
- LATR, CC & Time Loan interest calculation to reconcile with the bank
- Assist to prepare management reports & financial statements.

### **TRAINING & WORKSHOP**

**CPD** (Continuing Professional Development)

*Attending all the CPDs arranged by ICMAB.*

A day-long Training Program on **Practical Implications of VAT & SD Act 2012**

*Organized by ICMAB on 19<sup>th</sup> Jan, 2024*

Course on **Data Analytics Essentials**

*Provided by CISCO Networking Academy, on Nov. 2023*

A 25 hours **Training on empowering yourself through learning VAS & SD Laws and its practical implications**

*Organized by ICMAB on Sept. to Nov. 23*

A day-long **Practical Training on New Income Tax Act-2023**

*Organized by ICMAB on 15<sup>th</sup> Sept. 23*

A day-long **Practical Training on Value Added Tax (VAT)**

*Organized by ICMAB on 23<sup>rd</sup> July 22*

5 days **VAT Training Program**

*Arranged by VATAX Solution, Chittagong on 30<sup>th</sup> Sept, 09<sup>th</sup> Oct, 12<sup>th</sup> Oct, 13<sup>th</sup> Oct, 14<sup>th</sup> Oct 2019*

**Advanced MS Excel Automated Dashboard Reporting**

*Arranged by Leads Training & Consulting Ltd. Dhaka on 09<sup>th</sup> & 10<sup>th</sup> March 2018*

Executive Training on **SCM**

*Arranged by azadijobs.com on 17<sup>th</sup> June 2011*

**SAP FI module on Financial Transaction posting and Report Viewing**

*Arranged by Pedrollo nk Ltd. for 3 days on 20<sup>th</sup> Apr-22<sup>nd</sup> Apr 2011*

### **VOLUNTEER EXPERIENCE**

Member, Annual Seminar & Conference committee, ICMAB, Chittagong Branch.

*Performing as an active member to success the yearly seminar*

### **LANGUAGES**

Bengali *Native or Bilingual Proficiency*

English *Full Professional Proficiency*

### **REFERENCES**

**Mr. Imtiaz Alam, FCA, FCMA**

Senior Patner, Alam M. Zaman

Alam M. Zaman & Co. (Chartered Accountants)

Mobile-01748-666666

**Mr. Asadur Rahaman, FCMA**

Head of Budget & Cost,

BSRM Group of Companies

Mobile-01610-006027