

CURRICULUM VITAE
OF
Md. Mosharaf Hossain ACMA
House-52 (6th Floor), Mollika R/A, Milk Vita Road,
Section-07, Mirpur, Dhaka-1216.
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Career Objective

I'm seeking a challenging and well rewarding position in an organization to exploit my competencies, proficiencies, skills, and experience. I am dedicated to providing complete support to the organization I have, to achieve the organization's goals and create mutual benefits.

Career Summary

- Associate Cost and Management Accountant (ACMA) of ICMA. Membership No: A-1584
- Finance & Accounting experts with 14 years of experience.
- In-depth knowledge of financial reporting, financial control, treasury management, commercial & banking operations.
- NBR registered Income Tax Practitioner (ITP) bringing Registration No: 3226/2017
- Expertise in ERP software implementation & operation like- Logic ERP, Tally Prime, and Tally.ERP-9
- Proficiency in MS Excel (Advance Level)

Professional Qualification

Course Title : Cost and Management Accountant (CMA)
Institute : ICMA
Membership : ACMA
Membership No : A-1584

Employment History

01. AGM (Finance & Accounts) From 01st March 2023 to Present.

Company Name : Benelux Trims Ltd. (A concern of **Jann Group**)
Address : Holding # 08, Road # 01/A, Gulshan 1, Dhaka-1212.

Duties/Responsibilities:

- Ensure proper administration of company accounting transactions, Cash & Bank Transactions, Receipt & Payment statement, Cash Flow & Fund Flow Statement, Stock Records, Tax & VAT Management.
- Preparation and presentation of Performance Reports to make appropriate decisions for business.
- Preparation of various management reports for decision support in proposed business expansion.
- Preparation of monthly, quarterly, half-yearly & yearly statutory Financial statements under legal standards such as IAS, IFRS, Tax, and other applicable laws. Face with external auditors in performing statutory audit.
- Preparation of annual budget and ensures efficient coordination with various departments to implement budgeting systems
- Deal with banks in various financial issues such as loan proposals, new facilities, renewal of existing facilities etc., and provide support to banks by providing information and documents as per their requirement.
- Preparation of Feasibility study report, projected financial statement, performance report, working capital assessment, and other reports required by bank/financial institution for new loan proposal. Maintain loan repayment schedule and arrange to on-time payment to avoid any overdue.

- Sourcing fund with low cost and easy terms & conditions from Bank & NBFI like Working capital loans, General SOD, EDF, Term loans, STL, CP, Lease finance etc.
- Foreign currency exchange rate negotiation with bank for payment import bill/proceed realization.
- Oversee all bank transactions & prepare bank reconciliation statements of all bank accounts.
- Identification and classification of CAPEX & OPEX and recognize in appropriate heads.
- Ensure all necessary Tax & Vat deduction at sources & deposit with appropriate govt. authority within the time limit. Provide information for submission of VAT returns.
- File company's annual tax return and withholding tax return on a regular basis and liaison with tax authority.
- Regular review of AR, AP & advance ageing, intercompany reconciliation and take proper and timely steps to avoid month/year end disputes.
- Any other tasks as instructed by the higher authority.

02. Manager (Finance & Accounts) From 15th February 2020 to Present.

Company Name : J. M. Fabrics Ltd. (A Concern of New Asia Group)

Address : Tower-117, 117/A, Tejgaon I/A, Dhaka-1208.

Duties/Responsibilities:

- Preparation MIS Report as required by management to evaluate the performance of business and take appropriate decision for business operation.
- Preparation of Feasibility study report for proposed business expansion or investment in the new project.
- Preparation of monthly, quarterly, half yearly & yearly statutory Financial Statement in accordance with legal standards such as IAS, IFRS, Tax and other applicable laws. Face with external auditors in performing statutory audit.
- Preparation of annual budget and ensures efficient coordination with various department to implement budgeting systems and financial records which are compatible with the company's accounting and reporting systems.
- Deal with bank in various financial issues such as loan proposal, new facilities, renewal of existing facilities etc. and provide support to bank by providing information and documents as per there requirement.
- Preparation of projected financial statement, performance report, working capital assessment and other reports required by bank/financial institution for new loan proposal. Maintain loan repayment schedule and arrange to on time payment to avoid any overdue.
- Sourcing fund with low cost and easy terms & condition from Bank & NBFI like Working capital loan, General SOD, EDF, Term loan, STL, CP, Lease finance etc.
- Foreign currency exchange rate negotiation with bank for payment import bill/proceed realization.
- Oversee all bank transaction & preparation of bank reconciliation statement of all bank accounts monthly basis.
- Ensure all necessary Tax & Vat deduction at sources & deposit with appropriate govt. authority within the time limit. Provide information for submission of VAT returns.
- Filing of company's annual and withholding tax return in time and liaison with tax authority.
- Follow-up timely record all bills and make provision in accounting software.
- Regular review of AR, AP & advance ageing, intercompany reconciliation and take proper and timely steps to avoid month/year end disputes.
- Any other tasks as instructed by the higher authority.

03. Assistant Manager (Finance & Accounts) From 01st April 2012 to 31st January 2020.

Company Name : Grameen Fabrics & Fashions Ltd.

Address : Grameen Bank Complex (15th Floor), Mirpur-2, Dhaka-1216

Duties/Responsibilities:

- Preparation of management and statutory financial statement. Facing external auditor for statutory audit purpose
- Deal with bank in various financial issues such as term loan, working capital loan, bank charges and commission etc.
- Keeping record of sales, purchases, and inventories on a monthly basis. Dealt with trade receivable, payable & fund management.
- Make a forecast of future demand of the fund and take initiative to manage this fund timely. Monitoring cash inflow and outflow over the period.
- Analyze past results and make recommendations for improvements. To provide financial data to assist top management for decision making.
- Preparation of budget and variance report compare with actual & budget.
- Prepare product costing (L/C Wise /order wise). Analyzing actual manufacturing costs and compare with budgeted costs.
- Preparation of department/Section wise variance report comparing with normal capacity
- Reconciliation of all bank transactions and party ledger.
- Ensure deduction of Tax and VAT from the payment.

04. Officer (Commercial) From 01st January 2011 to 31 March 2012.

Company Name : Thermax Textiles Mills Ltd. (A Concern of Thermax Group)

Address : 30/A (15th Floor), VIP Road, Dhaka-1000.

Duties/Responsibilities:

- Perform with banking functions related to Export and Import.
- L/C open, amendment, Export L/C Collection, EXP issue, Bill Forward, Bill Purchase etc.
- Preparation of Export Documents – Commercial Invoice, Packing List, Beneficiary Certificate, Certificate of Origin, UD, GSP etc. as per terms/conditions of Export L/C or purchase contract.
- Maintain communication with C&F, Transport Company, Insurance, Freight Forwarder and different agents and collection of B/L.

Educational Qualification:

- **MBA (Finance & Accounting)** from Asian University of Bangladesh, **CGPA-3.82**
- **BBA (Finance)** from Asian University of Bangladesh, **CGPA-3.72**
- **HSC (Diploma in Agriculture)** under Technical Education Board, **First Division**
- **SSC (Science)** under Dhaka Education Board, **First Division**

Certification:

Title : **Income Tax Practitioner (ITP)**

Institute : National Board of Revenue (NBR)

Registration No : **3226/2017**

Year of Enrolment: 2017

Training:

Title : **Leadership & Teambuilding to Expedite Growth**

Conducted By : BRIDDDHI-School of Professionals & School of Knowledge

Duration : 02 Days (26th to 28th November 2022 from 8:30 am to 6:30pm)

Vanue : BRAC CDM, Birulia, Savar, Dhaka, Bangladesh.

Language Skill:

Bengali : Excellent in writing and speaking

English : Standard in writing and speaking

Personal Strength:

- Hard working, dynamic and ability to work under pressure;
- Self-motivated and dedicated for getting job done rightly;
- Loyal, Sincere & Honest;
- Analytical & presentation skills;
- Strong communication, organizing and leadership skills and

Activities & Interests

Sports and Games : Indoor- Chess, Badminton, Outdoor-Cricket, Football

Hobby : Reading, Traveling, Listening Music and Watching Movie.

Personal Details

Father's Name : Md. Abul Faiz

Mother's Name : Amena Begum

Date of Birth : November 25, 1984

Permanent Address : Vill: Telikanda, UP: Gotashia, P.O: Savardia, P.S: Monohardi, Dist: Narsingdi.

Marital Status : Married

Blood Group : A+

Religion : Islam

Reference

1) Mohammad Zakir Hossain FCMA

Sr. Chief Financial Officer
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2) Buddhadeb Karmakar FCMA

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Declaration

I hereby solemnly declare that, to the best of my knowledge and belief, the information provided herein is correct. If necessary, this document can be accompanied by authentic certificates or papers.



(Md. Mosharaf Hossain)

Date: 20/11/2024