



Highly motivated professional Accountant with around 6.5+ years of working experience in various fields of Accounts, Costing & Audit Department with a special emphasis on Costing, Budget, Accounts, Internal Control, MIS analysis, Process Audit, Material Movement analysis, and Commercial Operation reporting. Developed segment wise product cost and benefits analysis, Analysis of production capacity utilization and Machine time utilization report, wastage & rejection report and idle time analysis.

Proficient in:

- To calculate actual product cost vs. benefits analysis
- Costing and budget preparation
- Financial statement preparation
- Internal Audit planning, Programming & Execution
- Accounts Work planning
- Materials consumption & stock valuation and cost control
- Revenue leakage analysis
- Production-based KPI and MIS reporting
- Internal control and compliance
- Material management and aging report
- Production process-based data analysis
- Lead to team

Key Achievements & Highlights:

- More than 3.5 years of experience in the textile and garments industry, including 3 years and 1 months in a Agro based company factory as head of the factory Accounts and Costing and Internal Control.
- Standardized actual cost calculation and pre & post cost analysis.
- Competent at managing the high volume of job/sales order-based data analysis covering raw materials consumption, process-based process loss, and delivering finished goods and bank realization.
- Established monthly presentation of Actual product cost, production-based KPI covering target vs. production achievement, action plan, and financial analysis with financial impact.

Professional Job Experiences List (Details on Next Page):

1. **Ha-meem group** (TML building, Tejgaon industrial area, head office, Dhaka-1212)
 - Manager (Accounts & Finance) from March-2024 to Present
 - Manager (Internal Audit & Costing) from August-2022 to February-2024
 - Head of Internal Audit of Ha-meem textile zone.
2. **Thermax group.** (Karardi, Shibpur, Narsingdi)
 - Assistant Manager (Audit & Costing) for the period July-2021 to August-2022
 - Team leader of Audit & costing
3. **Diamond group.** Baridhara, DOSH, road no-5, Head office.
 - Manager (Accounts & Costing) for the period September-2018 to July-2021 (2 year 10 months)
 - To control Factory account & head office reporting.
4. **KNIT CONCERN Group** (62, Water Works Road Godnail)
 - Executive (Analysist team) for the period April-2018 to August-2018

Professional & Educational Qualifications:

- Qualified Cost & Management Accountant (CMA) in 2020 from The Institute of Cost and Management Accountants of Bangladesh (ICMAB).
- M.B.S (Masters-2010) in Management from National University under Cumilla victoria Govt. College with **First Class.**
- B.B.S (Hon's-2009) in Management from National University under Cumilla victoria Govt College with **First Class.**
- HSC-2005, (Business Studies) in Cumilla Board under Adhyapak Abdul Mazid College, Ram Chandrapur with **GPA 3.80**
- SSC-2003 (Science) in Cumilla Board under Kasba Govt. High School, Kasba, Brahmanbaria with GPA 3.44

Other Training & Extra-curricular Activities

- Practical training session on **SAP** during official SAP implementation program.
- 10 days of training on "**Excelling Your Excel and PowerPoint**" (Advance Excel).
- 10 days of training on "**Excelling Your Tally. ERP 9**" (Tally ERP 9 Full Package).
- 10 days' workshop on textiles industry organized by Dhaka Branch Council (DBC, ICMAB).
- Former presenter of "**Business Learner Case Study Team**", ICMAB. Presented and analyzed around 50 business

cases on operation, accounts, costing, process development, sustainability etc in ICMAB. Present executive member of the “**Business Learner Case Study Team**”.

- Former VP member of “**CMA Bangladesh Youth Toastmasters Club**”.

Professional Job Experiences:

1. Following works and responsibilities are executed by leading a team (12-members team) in **HA-meem textile zone (Co-concern of Ma-meem Group)** as Manager in the Department of Accounts and Finance:

- To prepare style and Dispo wise post cost per unit of product. Also analysis variance of pre-cost with post cost & Order-wise buyer's profitability analysis.
- Prepare monthly, half & yearly financial statements and management account.
- Preparation of repayment schedules and managing available funds effectively.
- Budgeting and analyzing of companies' financial information and tracking department or product expenditures.
- Preparation and confirmation of salary tax challan, deposit to govt. treasury & collect copy from bank
- MIS report covering Productivity analysis, process loss, wastage, rejection, and leftover analysis.
- Preparing financial valuation of (FG & SFG) and analytical aging report of raw material & FG.
- Lead team to maintain strong accounting database such as AP & GL management, external audit, financial reporting
- To prepare monthly KPI Report. Like- Machine capacity utilization, idle time & efficiency analysis, and power lost time production loss analysis.
- Monitoring of Inventory management system and conduct physical verification of stock & stores on regular basis of Grey & Finished Fabrics.
- Production process-based factory overhead cost analysis and contribution analysis.
- To prepare percentage (%) analysis of COGS, direct labor, direct material consumption, bank charge & interest, LC charge.

Following works and responsibilities are executed as **Manager** in the Department of Internal Audit & Assurance and Costing:

- To prepare and distribute audit action plans, develop Audit program, conduct internal Audit and reports on audit program.
- To Analysis style and Dispo wise cost per unit of product. Also analysis variance of pre-cost with post cost & Order-wise profitability analysis and other major cost items of company.
- To verify and analysis of process input & output production, process loss, wastage, rejection and efficiency of production.
- Coordinating to develop SOP and monitoring the effective implementation of internal control policies and procedures.
- Analysis of all employee benefits as per law and SOP.
- Cost analysis, Analysis of MIS and all other related statements, and analyzing process loss with cost impact.
- Analysis of KPI Matrix for controlling wastage and minimizing process loss.
- Material consumption vs. production analysis, reconciliation of material consumption, leftover material with utilization plan monitoring, and process loss analysis.
- Follow-up of sub-contract, job orders, and cash sales
- Preparation of investigation report on different facts as per instruction of top management.
- To analysis of Feasibility study and capital budgeting techniques.

Following works and responsibilities are executed by leading a team in Sister denim composite limited (Co-concern of Thermax Group). as Assistant Manager in the Department of Audit and Costing:

- Job order-based post costs of production report covering materials consumption to finish Fabric and variance analysis of standard costs to actual production costs.
- KPI analysis (machine capacity, idle time, reprocess, rejection, wastage and problematic fabrics production), financial impact analysis, and the monthly report presented to the management.
- Monthly and periodical Budget analysis and variance report submit to management.
- To contract process audit and preparation of audit report.
- To verify and analysis of monthly profit/loss accounts and report to top management.
- Re-negotiate with different parties to verify the CS for material purchase and service. Also Conduct physical market verification to ensure the current market price.
- Ageing analysis of all inventory (Yarn, D&C, General store, Gray Fabric and Finish Fabric).
- Financial feasibility analysis of fixed assets purchases for operation as new investment.
- Production process-based factory overhead cost analysis and contribution analysis.
- To analysis Finished fabric of rejection & yarn wastage and preparation of management report.
- Root cause analysis of idle machines, unused raw materials, and spare parts.
- Determine buyer and style-wise actual sample cost /Yds and compare with pre-cost.

2. Following works and responsibilities are executed in the **Diamond group**. As **Manager** in the Department of Accounts and Costing:

- To prepare monthly profit/loss account and report to management.
- Prepared payment plan and ensured drawing the approved loan considering the requirement.
- Interest calculation of Time Loans, Term Loans and all types of Non-Funded Loans.
- Confirmed pre-costing, post-costing, and analysis profitability along with sales price.
- Analysis of actual overhead cost and comparison with pre-cost and post-cost.
- Annual Budget Preparation which includes Production planning, RM procurement, Production Materials procurement, overhead budget.
- To compute actual product cost per unit and presentation in top management meeting.
- Checking and authorizing all types of vouchers.
- Inter-company transactions recording and reconciliation quarterly basis.
- Checked local bills in accordance with the approval of the Management
- Check and review of monthly salary, wages, OT, night, tiffin, holiday, travel & conveyance, lunch bill, and all other employee benefits as per law and SOP
- Monitoring the calculation of VDS.

KNIT CONCERN Group.

November, 2017 to May, 2018

Factory office, 62, Water Works Road Godnail Narayanganj

Analysist (Process Audit Team)

- To analysis Inventory status
- To verify accounting recording process

To analysis product cost variance
To analysis process wastage % and cost.

Personal Details:

- Date of Birth : 30th December 1987
- Family Name : Sobour
- Certificate Name : Md Sobour Alam
- Father's Name : Md Ibrahim
- Mother's Name : Mst. Shaheda khatun
- Nationality : Bangladeshi by birth
- NID : 1216356570825

Permanent Address:

- Village- Gonganagor, Post- Kasba, P.S- Kasba, District- Brahmanbaria

References

H M Mainuddin Ahammed FCMA
CFO at Knit Concern Group
Former CFO at Thermax Group
Cell+8801730000113
E-mail: cfo@knitconcern.com

Mr. Zillur Rahman FCMA
GM, Finance & Accounts Healthcare
Pharmaceuticals Limited
Cell: +8801711663912
E-mail: zillur.rahman@hpl.com.bd

I, the undersigned, certify that this resume correctly described my qualification, experience, and me. If employed, I understand that any misstatement described here leads to my disqualification or dismissal.

Md Sobour Alam ACMA