

## ZIAUR RAHMAN MONIR.

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### **Career Objective:**

Seeking a position with an organization that offers opportunities for development and growth. Strong leadership skills with the ability to work well with diverse groups of people in a team atmosphere.

### **Career Summary:**

I have 19+ years job experiences on Accounts & Finance, Costing, Budgeting, Banking ,Financial Planning, Ratio analysis, Strategic Management Accounting, Auditing, VAT & Tax, Corporate Finance, Project feasibility & Investment appraisal , JIT ,Customer & Competitor analysis, Value chain & Supply chain analysis, IFRS& IAS, LC(UPass) BSC ,Company secretary, Administration & Law ,SEC, in National , Multinational, NGO ,Foreign company. I know automation Quickbooks, Xero, Tally ERP9, Wave

### **Special Qualification:**

Innate problem-solver. Analytical skills, leadership, Communication. Ability to Work Under Pressure. Decision Making. Time Management. Self-motivation. Conflict Resolution. Humble confidence . Adaptability. Ease with technology

### **Employment History:**

**Total Year of Experience:** 20.6 yrs

**1. Head of Accounts & Finance (AGM) (2.2 yrs)**  
(13 Nov 2022 - Continuing)

#### **Fantasy kingdom complex of Concord group**

Area of Expertise:

Accounting and Finance (0.1 yr), Cost and Inventory Management (0.1 yr)

#### **Duties/Responsibilities:**

**Budgeting:** Planning for a budget is achieved by comparing company`s current income to expenses and ensuring that the amount company spends does not exceed the amount make by budget. Prepare budget properly so that the organization can control expenses. **Costing & Cost Minimizing:** Determine the cost of product result in setting up the sales price. Minimizing the cost of product by surveying the market price of materials link with SCM as well as improvement of production capacity by experimental result in sales the product by competitive price and maximizing the profit. **Financial Performance Analyzing:** Measure company`s overall financial health over a given period

of time and to compare similar companies across the same industry or to compare industries or sectors in aggregation. Analyze and interpret the financial statements in such a way that it undertakes full diagnosis of the profitability and financial soundness of the business. Monitor, Follow up & Co-operator: Monitor & follow help Management to determine how efficiently their employees are working, which allows the Management to make changes that benefit the company. Monitor performance to catch mistakes early and to fix early to work practices that help both the employee and the entire business. Compliance of Book Keeping System with Standards: Ensure of compliance of book keeping system with standard to enforce transparency in organizations. Makes sense to Management for understanding the financial statement to take effective economic decision as well as maintaining effective functioning state of a business. Provide accurate/ reliable information about its accounts to shareholders/ management or to regulatory authorities. Keep record, verify, and report the value of a company`s assets, liabilities, debts, revenue and expenses. Controlling: Eliminate the risk of non-conformity of actual performance with the main target of the company. BRAssets and Inventory Management: Ensure accurate physical control and valuation of assets and inventory. BRConduct regular physical counts and verify records for compliance with IFRS. Accuracy of asset and inventory reports. Number of discrepancies resolved after physical checks. BRAccounts Payable and Receivable : Ensure proper management of payables and receivables in line with company policies. Oversee timely payments and collections to maintain smooth cash flow. Timeliness of payments and receivables collection. Reduction in overdue liabilities. BRReporting to Top Management: Provide various financial data analysis for taking effective economic decision for future or for extension of business or introducing new business unit. Prepare Management accounts annually. Prepare tax accounts annually. Implementation rate of automation projects. Improvements in process efficiency and accuracy. BR Team Management : Manage a team of 15-20 finance professionals. Support development through training, resource allocation, and performance reviews. Team engagement scores. Employee turnover and professional development outcomes.

## **2. General Manager (Accounts and finance) (2.2 yrs)**

(3 Oct 2020 - 12 Nov 2022)

### **SHINIL Pharma Limited**

Area of Expertise:

Accounting and Finance (2.1 yrs), Budgeting and Forecasting (0.5 yr), Cost and Inventory Management (0.5 yr)

#### **Duties/Responsibilities:**

Develop and implement financial strategies, policies, and procedures that align with the company`s overall business objectives. Analyze the impact of supplier pricing changes on product costs and overall profitability. Provide critical assessments of all budgets and cost projections, proactively analyze budget variances, and communicate issues and opportunities to management. Manage the company`s accounting and financial reporting systems to ensure compliance with all regulatory requirements and industry standards. Lead the financial planning and analysis function to drive financial performance. Oversee the preparation of financial statements, including balance sheets, income statements, and cash flow statements. Manage the company`s financial accounting, monitoring, and reporting systems. Ensure accounting for all financial transactions (income, expenses, assets, liabilities, and equity) in accordance with IFRS.

Ensure compliance with financial regulations and standards. Monitor and analyze monthly operating results against budget and forecast. Lead the annual budgeting process and provide ongoing financial forecasting. Work closely with department heads to create accurate budgets and forecasts. Evaluate financial performance by comparing and analyzing actual results with plans and forecasts. Identify and manage financial risks to ensure the long-term financial health of the organization. Implement and maintain robust internal controls to safeguard the company's assets. Ensure that the organization has appropriate insurance coverage. Lead, mentor, and develop the finance, accounting and commercial team. Provide financial reports to the Board, shareholders, and regulatory bodies. Foster a culture of continuous improvement and professional development within the team. Collaborate with other departments to support overall company goals and objectives. Ensure the company complies with all financial, legal, and tax regulations. Liaise with external auditors and manage the annual audit process. Aware updates on industry trends and changes in financial regulations. Manage cash flow to ensure liquidity and efficient use of financial resources. Oversee treasury operations, including investments, banking relationships, and debt management. Maintain relationships with external stakeholders, including banks, auditors, and investors. Provide financial information to the board of directors and other stakeholders as required. Oversee the company's tax planning and compliance activities. Timely submission of tax filings. Ensure adherence to local tax regulations & guidelines. Effective resolution of tax-related issues. Identify opportunities for automation within the finance function and lead implementation. Work with IT and other departments to optimize finance operations. Exceptional communication and stakeholder management skills. Ensure all financial documentation is prepared for internal and external audits. Provide clarifications to auditors and resolve audit queries. Timeliness of audit documentation submission. Audit compliance and feedback from auditors.

### **3. Asst. General Manager(HOD)- Accounts & Finance (2.2 yrs)**

(1 Jul 2018 - 30 Sep 2020)

#### **Elson Foods (Elson Consumer Product Ltd)**

Area of Expertise:

Accounting and Finance (2.2 yrs), Financial Analysis (0.8 yr), Product Costing and budgeting (0.8 yr)

#### **Duties/Responsibilities:**

- \* Maintaining all Accounts of the group in compliance with International Accounting Standard (IAS) as adopted in Bangladesh, Companies Act and other rules and regulations as applicable
- \*Responsible for overall control on fund management, all payable function, Party Ledger & all petty cash function including Head Office and Depot Offices.
- \*Formulate and implement accounts & finance-related strategic business policies, rules & regulations which will inform company HR policy.
- \*Ensure monthly, quarterly & yearly financial reports are submitted to Management.
- \*Oversee Costing, Fund Management, Investment, Tax, VAT, Banking issue, budget, Production analysis, Inventory, Business planning analysis, Capex analysis, new project analysis, Cost control, Asset Management .
- \*Sound knowledge of core Risk of financial institutions e.g., Credit Risk, Asset liabilities manage Risk, ICC Risk and ICT Risk, Banks correspondence letters etc.

- \*Accountable for the ongoing analysis of process constrains, target costing projects, margin analysis, and tracing costs back to underlying activities. Monitor those cost-effective data accumulation systems which provide an appropriate level of costing information to the Matrix Management.
- \* Develop and monitor accounts & financial operation, reporting, and internal control system.
- \* Ensure all regulatory compliance relating to the Company Act, Income Tax, Corporate Tax, Personal Tax, Tax Return, VAT, Company Closing, RJSC, Company law, etc.
- \*Responsible for fund management, investments, banking issue, inventory, business planning analysis, new project viability analysis, audit, cost control, and asset management.
- \*Monitor overall activities of import/export/LC/Subsidies as per customs & bond rules for updating bond register (into bond & ex bond) in due time.
- \*Fully liable for a customs audit, including all custom activities, with sound knowledge of import, export & UD within regulatory rules.
- \*Monitor and direct the implementation of strategic business plans of Group (all sister concern).
- \*Compile and complete monthly and yearly financial statements (income statement, balance sheet & cash flow statement, etc.) as per Bangladesh Accounting Standard (BAS) and report to the board of directors and management.
- \*Develop, review, and improve the administrative systems, policies, and procedures.
- \*Monitor, evaluate and develop operating budgets relating to Administration within the department, expenditures for entire administrative operation in a cost-effective manner.
- \*Manage any kind of undesirable situation that require administrative support.
- \*Proactive & professional handling of crisis situations like accident, Fire incident, theft issue etc.
- \*Ensure transport management (Scheduling, tracking, maintenance & documentation) and submit report to the management on regular basis.
- \*Represent the company in all matter of mutual interest with labour unions, Employers` Association and Govt. agencies responsible for administering matters related to union handling.
- \*Coordinate & Monitor accounts payable/receivable, general ledger, revenue and expenditure variance analysis, bank reconciliations, LC related activities, cheque issue, etc.
- \* Checking and Finalization of Govt. duties, Taxes, Levi and other charges regarding imported raw materials and goods.
- \*Liaising with external auditor and ensure compliance with SEC rules and regulations
- \* Dealing bank loan (preparation/ submission / execution of documents for getting loan from bank.)
- \*Calculate TDS & VDS from vendor`s bill properly, maintain with Register & ensure timely payment
- \* Any other tasks as given by Management.

#### **4. Manager (Head of Accounts and Finance) (8 yrs)**

(3 Jul 2010 - 30 Jun 2018)

#### **A-one(BD) Ltd 100% export oriented sweater factory .**

Area of Expertise:

Accounting and Finance (2.5 yrs), Finance & Bank Operation (2.9 yrs), Product Costing

and budgeting (2 yrs)

Duties/Responsibilities:

→ Preparation of monthly and annual Management Accounts and Financial Accounts BR→ Business planning and budgeting of all units of the Garments & Textile division. BR→ Maintain EDF, UPAS, ERQ, FC accounts and other banking services. BR→ Monthly unit-wise production variance analysis (including major KPIs, such as Man-Machine ratio, cut to Ship Ratio, Efficiency rate, Capacity utilization rate etc.).BR→ Supervises fixed assets, inventories, receivable, payable and general accounting function. BR→ Coordinate with Plant Management to validate basic assumptions in compiling and preparing Annual Business Plan and Budgeting .BR→ Determine standard costs and investigate variances with actual costs, Review cost of Merchandisers time to timeBR→ Maintain liaison with bank for L/C and other related issues.BR→ Preparation of financial statements in USD currency and BDT currency and preparation of FDI report and submit to the Bank quarterly.BR→ Monitoring Tax & VAT Compliance and timely return submission. BR→ Cost Sheet analysis between pre-cost sheet and post cost sheet and Buyer wise profitability analysisBR→ Monitoring treasury functions and cash flow preparation and fund management BR→ Help management make important decisions based on costs and benefits (e.g. investments, market growth, pricing changes), To deal with EPZA, RJSC, BIDA, NBR, DoT, Customs, Bangladesh Bank for necessary legal procedures & licensing, To take care of Physical inventory audit in Factory Warehouse in quarterly, Financial Risk Assessment of the organization to ensure a sustainable growth, Overall commercial activities including Import, Export, Bond and the custom's documentation handling, Monitoring and control of credit realization & provide strong support among all teams for successful operational use, BR→ Any other tasks as assigned by managementBR

**5. PROJECT ACCOUNTANT (1.4 yrs)**

(1 Feb 2009 - 30 Jun 2010)

**CWBMP, Project of UNDP**

Area of Expertise:

Accounting and Finance (0.5 yr), Audit (0.3 yr), VAT and tax compliance (0.5 yr)

Duties/Responsibilities:

To Maintenance overall aspects of the projects accounts , books of accounts , budgeting , budget-tracking , financial operation and reporting , auditing ,payroll , assist in setting up internal control systems through operating manuals , guidelines ,Prepare Financial Report , FACE, Bank reconciliation statement , formats as UNDP/ERD annexes Manuals providing assistance in developing financial data based MIS and perform any other duties assigned by NPD. Monthly report to Ministry and other department of GOB .Provide strategic leadership for finance and accounts ,Ensure compliance of financial and operations systems as per UNDP Finance policies and procedures, donor rules and regulations, award requirements, and government laws ,The development of the high-quality budget, work plans, quarterly and annual reports, financial reports and other reports as required by Board of Trustees / donors/MRA/NGOAB and Governments, Ensure effective internal control & check system which safeguard the organization`s assets. Develop human resources budget and ensure proper allocation of existing financial sources (internal/Admin Fund and donors), Logistics and Procurement

Management: Support the Procurement and Logistics Department , Ensure that there is an effective interface between Logistics and Finance functions in order to meet business needs and program implementation. Administration : Maintain the office as a modern professional set up with a conducive working environment. Ensure that all facilities and installations are functional, maintained, and upgraded as required, Participate in inter-NGO coordination meetings, cluster meetings, and meetings with government departments at national and provincial levels. Knowledge in general administration , personal matters , procurement taxes, VAT and TAX.

## **6. Executive -Accounts (2.5 yrs)**

(1 Aug 2006 - 31 Jan 2009)

### **Meghna Group of Industries**

Area of Expertise:

Accounting (2.4 yrs), Bank management (0.9 yr), Costing (0.9 yr)

#### **Duties/Responsibilities:**

→ Maintain all cash and bank transactions with proper records and report to Head of the department → Monitor and check Store, Inventory from time to time. Assist to Store Keeper on procurement and store relevant issues. → Maintain and update all the ledgers from time to time, Prepare weekly & Monthly accounts and submit timely. → Prepare all kinds of bills, vouchers and invoices., Capacity of customer handling, dues collection and other revenue assurance techniques, Ensure all receives and payments are made as per proper approval. → Prepare accounts, finance and business relevant reports as per management desire. → Ready to take on additional tasks and responsibilities deemed necessary by the management

## **7. Officer (2.1 yrs)**

(1 Jul 2004 - 13 Jul 2006)

### **Orion Group**

Area of Expertise:

Accounting Data Entry (0.7 yr), Finance (0.7 yr)

#### **Duties/Responsibilities:**

→ Day to Day accounting transaction recording.Ledger Checking & Reconciling.  
→ Accounts Receivable Checking & Reconciling,  
→ To prepare monthly bank reconciliation statement., Process accounts payable and receivable, depending on role.,Ensure proper maintenance of books of accounts/registers.  
→ Monitor payments to vendors for goods and services timely, Check and validate cash balance periodically with cashbook., Ensure monthly report on all sales, collections, contributions, miscellaneous loans, staff advances etc, Perform any other duty/responsibilities assigned by higher authorities. Work of AGM, Prepare Minutes etc.

## **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business	Accounting	University of Rajshahi	CGPA:3.46 out of 4	2001	1	-

Administration (MBA)						
Bachelor of Business Administration (BBA)	Accounting	University of Rajshahi	CGPA:3.46 out of 4	2000	4	-
HSC	Commerce	Dhamrai Govt college	Second Division, Marks :59%	1996	2	-
SSC	Science	Hanasan Ali High School	First Division, Marks :71%	1994	2 Years	Letter mark of Math, Islam,

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Emotional intelligence for success	Emotional intelligence	Bangladesh Skill Bank	Bangladesh	Dhaka Bangladesh	2023	1month
Motivating People	Motivator	Bangladesh Skill Bank	Bangladesh	Dhaka	2023	1month
Business Blueprint Mastercourse	Marketing strategy, Brand development , Business technique	Coach Kanchon	Bangladesh	Baridhara ,Dhaka , Bangladesh	2023	2.5 months
Communicating with Clarity & Impact	Communication Strategy	Bangladesh Skill Bank	Bangladesh	Dhaka	2023	3 month
Negotiation Skill	Negotiation	Bangladesh Skill Bank	Bangladesh	Dhaka	2023	2months
Driving Efficiency : Supply Chain knowledge for Finance Expert	Planning, Organizing , Managing of Supply Chain Logistics	Professional Diversity - Supply Chain Committee, ICMAB	Bangladesh	Training Centre ,ICMAB, Dhaka	2023	3 months
Income tax-fundamentals and Return Filling	Individual and Corporate tax	Skill Development Program	Bangladesh	ICMAB, Dhaka	2022	7 days
Dash Board In excel	Pivot, Dash board creation, Data validation, Conditional	Skill Development Program	Bangladesh	ICMAB, Dhaka	2022	15 days
Cloud base software	Xero , Quickbook, wave software	Fintech BPO (UK)	United Kingdom	United Kingdom ( Zoom Link)	2019	5 month
ERP Software	Integrate system	Chaka software	Bangladesh	Dhaka	2015	1 year
Export, import, indenting, C&F agent, tender & buying house ,Business	Export, import, indenting, C&F agent, tender & buying house ,Business	Largest BDJOBS.COM	Bangladesh	Dhaka	2014	8days

functional Activities	functional Activities					
Loan , advance and Documentation of Commercial Bank	Loan , advance and Documentation of Commercial Bank	Largest BDJOBS.COM	Bangladesh	Dhaka	2012	1day
Non-Finance Manager	Non-Finance Manager	Largest BDJOBS.COM	Bangladesh	Dhaka	2010	1day
Managing Finance	Managing Finance	Dhaka Chambers of Commerce	Bangladesh	Dhaka	2005	4days
Export and Import through LC	Export and Import through LC	Largest BDJOBS.COM	Bangladesh	Dhaka	2005	1 day
Tally version 9	Accounting software	Orion group	Bangladesh	Dhaka	2005	3 years
Internship	Accounting system	The ACME Laboratories ltd	Bangladesh	Dhaka	2003	3 months

### **Professional Qualification:**

Certification	Institute	Location	From	To
ACCA (Finalist ) Registration 6407340	ACCA Global	Bangladesh	January 1, 2024	January 31, 2025
QuickBooks Online Certification Pro advisor	Quickbooks software company	United kingdom	June 23, 2022	September 24, 2023
Making Tax Digital	Quickbooks software company	United kingdom	June 23, 2022	September 24, 2023
QuickBooks Online Advanced Certification	Quickbooks software company	United kingdom	June 22, 2022	August 23, 2023
Xero advisor certified	Xero software company	Wellington , New Zealand	April 10, 2022	December 12, 2023
Chartered Accountant - Partial completed Registration 26956-16	ICAB	Dhaka	April 29, 2016	April 28, 2019
ACMA A-1730	ICMAB Registration 20153041	Dhaka	January 6, 2015	October 8, 2022
Member of Taxes Bar Association memberZ0146	Dhaka Taxes Bar association	Dhaka	May 21, 2013	September 14, 2013
ITP	NBR	Dhaka	March 17, 2013	March 20, 2013

### **Career and Application Information:**

Looking For : Top Level Job  
 Available For : Full Time  
 Present Salary : Tk. 180000  
 Expected Salary : Tk. 250000  
 Preferred Job Category : Accounting/Finance,Garments/ Textile,Company Secretary/Regulatory affairs,Other Special Skilled Jobs  
 Preferred District : Anywhere in Bangladesh.



Preferred Country : China, Hong Kong, India, Malaysia, Pakistan, Thailand

Preferred Organization Types : Telecommunication, Manufacturing (FMCG), University, NGO, Trading or Export/Import, Multinational Companies, Garments, Textile, Buying House, Pharmaceutical/Medicine Companies, Food (Packaged)/Beverage, Financial Consultants

### **Skill:**

Fields of Skill	Description
<ul style="list-style-type: none"> <li>Financial Analysis</li> <li>CA inter</li> <li>MBA/ BBA</li> <li>Finance/ Accounts</li> <li>Tax (VAT/ Customs Duty/ Income Tax)</li> <li>Accounting Software</li> <li>Cost and Inventory Management</li> <li>Consultant</li> <li>Internal Audit</li> <li>Business Development</li> </ul>	<p>Accounting software : Tally ERP9 version 6.4.6 develop in Orion and Aonebd ltd , ERP Ecotech India develop in Greenland garments, ERP Chaka Aone BD ltd, Cloud base software Xero, Quick book, Wave .</p> <p>Business problem solve and Development: Problem solve by Identify the problem, Analyze the problem. Identify decision criteria. Develop multiple solutions. Choose the optimal solution</p> <p>CA -Advance level: I have completed CA-CC for physically or practically stronger of various financial report and Completed 1100marks out of 1700marks</p> <p>ACMA: I have completed CMA-2000 Marks out of 2000 for expertise of costing , Budgeting , risk analysis, strategic decision and others relevant knowledge and skills for smooth work as a Department Head .</p> <p>ACCA: I have completed ACCA-1000 marks out of 1300 marks.</p> <p>Consultant : I have work as consultancy on develop Accounts and Finance department in MAK BD LTD, International Club, Fairness Megha shop ltd and Colman and partners as a chief consultant .</p> <p>Cost and Management : To develop Costing and Management side in Hamid Fabrics ltd as Cost Accountant .</p> <p>Finance and Accounts : Good Knowledge and experience in preparing different type of report of Accounts and Finance because I have work in Green land garments and A-one (BD) ltd as a Manager pr Head of Accounts and Finance .</p> <p>Internal Audit : I have good internal audit work because I have worked in Colman and partners as Chief consultant on Audit , accounts development and loan management, also tax vat .</p> <p>MBA/BBA: I have completed BBA and MBA in Accounting Information technology from Rajshahi University .</p> <p>Tax (VAT/Customs /Income tax): I am a Income tax Practitioner and member of Dhaka taxes Bar association , So I know how can I handling tax (VAT/Customs /Income tax) .</p>

### **Extra Curricular Activities:**

I have worked as a consultancy for accounting system develop, Audit of a company TAX & VAT Joint stock related work Banking advice . I internship on accounting and Finance information in the ACME laboratories ltd . I know driving Motorcycle, Private car, Micro bus. I have driving license .I have worked in International club(Road#83, Gulshan , Dhaka), MAK (BD) Ltd Begal tex, Kafi Khan and agro ltd as a consultant also.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	High
Arabic	Medium	Low	Low
Hindi	Low	Low	Medium

## **Personal Details :**

Father's Name : Md. Habibur Rahman  
 Mother's Name : Mrs. Ziaun Nahar  
 Date of Birth : 3 Jan 1980  
 Gender : Male  
 Height (Meter) : 1.67  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Current Location : Dhaka  
 Blood Group : O+

## **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	Md. Nazmul Haider FCMA	Md. Abdul Khaleque
Organization	i-Calipers	Islampur General Hospital
Designation	President	Chairman
Address	House#13, Road#11, Dhanmondi, Dhaka, Bangladesh	B-70, Islampur Hospital Raod, Islampur, Dhamrai , Dhaka- 1350
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Relation	Professional	Relative