



## **Md. Abduz Zaher Chowdhury, ACMA, M. Com, ITP**

Mamiya-OP (Bangladesh) Ltd.  
Plot # 33-46, Sector-3  
CEPZ, Chattogram.

**Office:** 740270  
**Mobile:** 01815526927  
**E-mail:** zaherchowdhury@gmail.com

### **Career objective**

To reach a senior management position so that I can utilize my competencies, skills, capabilities, education, and experience. I am willing to give total support to the organization with the experience and capability that I have, to achieve the organization's goals.

### **Professional qualification**

- 2020                      **Associate Cost and Management Accountant (ACMA)**  
                                 **Membership No: A-1570**
- Qualified Cost and Management Accountant (CMA) from The  
Institute of Cost and Management Accountants of Bangladesh  
(ICMAB).*
- 2017                      **ITP (Income Tax Practitioner) under National Board of  
Revenue**

### **Academic qualification**

- 1999                      **M. Com in Accounting, Second Class, National University**

### **Employment Record (Current Job)**

- August 2022- Present**                      **: Mamiya-OP (Bangladesh) Ltd. (A Multinational Company  
Engaged in Manufacturing and Exporting of Golf Shaft, Arrow  
Shaft, JR Pole, Gloves etc.) Located at Chattogram EPZ**
- Position**    **: Head of Accounts & Company Secretary**

## **Job Responsibilities/Activities**

**My core duties and responsibilities are as follows:**

- Responsible for reviewing & submitting Monthly, Quarterly and Yearly Financial Statements to the Directors of the Company.
- Responsible for sending monthly Financial Statements to Head Office (Japan)
- Ensuring the proper application of IAS and IFRS in preparation of the Financial Statements.
- Ensuring all the Accounting are passed properly in ERP.
- Review and verification of all General Ledgers balances and taking actions accordingly.
- Responsible for preparing annual Business Plan/Budget.
- Responsible for Funds arrangement and utilization planning.
- Monitoring Receivable and Payable Position.
- Responsible for preparing Break-even Report.
- Reviewing Cash Plan Report
- Responsible for obtaining various permission/NOC from BEPZA, Central Bank, RJSC etc.
- Responsible for financial reporting to management.
- Responsible for preparing financial strategy, financial planning, and analysis.
- Reviewing the Bank Reconciliation Statement.
- Responsible for submitting FDI Report to Central Bank.
- Responsible for accounts audit, compliance, and bank relationships.
- Responsible for monitoring Withholding Tax returns.
- Responsible for monitoring and guiding monthly Vat Return.
- Responsible for communicating Tax, Vat and Customs, and face audit/hearing.
- Responsible to sign all Payment and Journal Vouchers.
- Responsible for communicating Bank and Govt. / regulatory authorities.
- Guide and monitoring of the valuation of Inventories.
- Responsible for preparing and setting Standard Costing.
- Responsible to prepare Product Quotation.
- Responsible for preparing cost variance report between standard and actual.
- Follow up on the salary disbursement process.
- Communication and liaison with external auditors.
- Responsible for submitting corporate Income Tax Return.
- Responsible for submitting Transfer Pricing (TP) Return.
- Computation of individual income tax liability for deducting at sources and submission of individual Income Tax Return.
- Responsible to review and supervise monthly capacity utilization and efficiency report.
- Responsible for delivering any report/queries required by Board of Director (BoD).
- Lead Procurement Team
- Monitoring procurement activities
- Reviewing quotations
- Any other report assigned by the management/BoD.

## **Job Responsibilities (Corporate Affairs)**

- Responsible for preparing Notice for Board Meeting and AGM.
- Responsible for preparing Board and AGM Minutes.
- Responsible for communicating and submitting Return to RJSC.
- Taxation issues (communication with Tax Authority for submitting return, to obtain Foreigners Tax Clearance Certificate and any other queries relating to individual tax.
- Communication with BEPZA and other regulatory bodies as and when required to resolve company related matters.

## **Employment Record (Previous Job)**

**Feb 1999- July 2022**

**: Premier 1888 Limited (100% Foreign Owned Company Engaged in Manufacturing and Exporting of Towels) Located at CEPZ, Chattogram.**

**Position**

**: Sr. Manager (Accounts & Finance)**

## **Job Responsibilities**

**Worked as the deputy chief of Accounts & Finance Department, responsibilities were as follows:**

- Responsible to review and submit monthly, quarterly, half-yearly & yearly financial statements to the management.
- Responsible to prepare the comparative statement of financial performance between actual and budget and submit to the management.
- Responsible to lead and implement Master Budget in the organization.
- Responsible for budgetary control, budget variance analysis, and reporting to management.
- Responsible for preparing financial strategy, financial planning, and analysis.
- Responsible for financial reporting to management.
- Responsible for accounts audit, compliance, and bank relationships.
- Responsible for monitoring Withholding Tax returns.
- Responsible for monitoring and guiding monthly Vat Return.
- Responsible for communicating Tax, Vat and Customs, and face audit/hearing.
- Responsible to sign all vouchers and commercial documents as authorized signatory.
- Responsible for communicating Bank and Govt. / regulatory authorities.
- Responsible for dealing with banks for obtaining short term and long term loan, day to day transaction such as Dollar conversion, Remittance, Account to Account transfer, LATR liquidation, etc. and also involved in enhancing and renewal of Banking Facilities/Credit Limit such as L/C Limit, LATR facility, Export bill discounting and negotiation.
- Funds arrangement and utilization planning.
- Guide in preparing Cash Budget.
- Follow up of Receivable and Payable Statement.
- Review and analysis of overhead expenses.
- Preparation of Break-Even Analysis Report.
- Follow up of Export Proceeds Realization Schedule.
- Monitoring and checking of monthly, quarterly, half-yearly, and yearly Financial Statements.
- Follow up on the salary disbursement process.
- Guide and monitoring of Inventory Valuation Statements for accounts and for submitting banks on monthly basis.
- Communication and liaison with external auditors.
- Computation of individual income tax liability for deducting at sources and submission of individual Income Tax Return.
- Responsible for supervising in preparing Product Cost and Variance.
- Responsible for supervising in preparing Departmental Cost Analysis.
- Monitoring and supervising team to determine product sales price.
- Review of monthly production yield and wastages report and submit to management.
- Responsible to review and supervise monthly capacity utilization and efficiency reports.
- Responsible for Product Profitability Statement.
- Responsible to monitor and control Departmental Cost Analysis report.

- Responsible for Cost Variance Analysis Report of various processes.
- Responsible for monthly process-wise Production Analysis and Capacity Utilization Report.
- Any other report assigned by the management.

### **Job Responsibilities (Corporate Affairs)**

- Responsible for preparing Notice for Board Meeting and AGM.
- Responsible for preparing Board and AGM Minutes.
- Responsible for communicating and submitting Return to RJSC.
- Dealing of company's insurance related issues such as taking new insurance coverage, renewal of existing insurance policy, computation of Assets Schedule, submission of documents for settlement of insurance claim.
- Taxation issues (communication with Tax Authority for submitting return, to obtain Foreigners Tax Clearance Certificate and any other queries relating to individual tax.
- Communication with BEPZA and other regulatory bodies as and when required to resolve company related matters.

### **Computer literate**

- Microsoft Office Programs (MS Word, Excel, Power Point)
- Accounting Software (Tally)
- ERP Software (Abas)

### **Referees**

Mr. Monowarul Hoque FCMA  
CFO & Company Secretary  
Imperial Hospital Limited  
Zakir Hossain Road,  
Chattogram  
Cell: 01714-080521

Mr. Golam Kibria FCMA  
Chief Financial Officer  
Seacom Group  
Seacom Centre: 10 Sk. Mujib Road  
Agrabad C/A, Chattogram  
Cell: 01717-027000

### **Permanent Address**

Vill: East Lalpur, Amir Ali Hazi Bari,  
P.O: Senbagh, P.S: Senbagh,  
Dist: Noakhali

### **Personal details**

Full name : Md. Abduz Zaher Chowdhury  
Father's name : Md. Ali Sattar  
Mother's name: Anowara Begum  
Date of Birth : 01 January 1978  
Nationality : Bangladeshi  
Religion : Islam  
Gender : Male  
Marital Status : Married

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**(Md. Abduz Zaher Chowdhury)**