

Resume Of MOHAMMAD SHAMIM AHAMED ACMA



Contact Address:

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Profile:

I am Mohammad Shamim Ahamed ACMA Associate Member of Institute of Cost & Management Accountant of Bangladesh (ICMAB) having 15 years of Banking experience with different capacity from General Banking, Central Accounts of Bank, Branch Banking of different Banks oin Bangladesh. Currently I am working in Bangladesh Govt. Specialized Bank “Ansar-VDP Unnayan Bank” as Senior Principal Officer (SPO) in Central Accounts Department. Previously I have worked in First Security Islami Bank & ICB Islamic Bank Ltd.at as Branch Manager, Operation Manager, Dealing Officer of Different Branches & Head Office.

Professional Qualification :

1. Associate Cost & Management Accountant (Membership no 1497)

Member of Institute of Cost & Management Accountant of Bangladesh (ICMAB) since 2019

2. DAIBB (Diploma Associate Member of Institute of Bankers Bangladesh)

Experience :

Major Responsibility

1/9/2022 – to continue

**Ansar-VDP Unnayan Bank,
Head Office, Dhaka**

Senior Principal Officer

Details & Experience as follows but not limited to:

- Financial Reporting and Regulatory Reporting: Review of financial statements in compliance with IFRSs and local regulations, Review and presentation of management report for board meeting, Submission of return to RJSC, Filing company tax return within Tax Day.
- Develop and assist in formulation of financial strategy, budgets and policies to support the objectives of the Bank.
- Management Report: Control over General Ledger accounting, Accounts Receivable, Accounts Payable, Assets Accounting, GL Reconciliation, Monthly sale and collection report, inventory report, liability position, high margin product, low margin product, departmental profitability report, monthly management financial statements etc.

- Cost control and cost optimization: Reduction of non-value-added cost (idle time, rejects, reworks, and process loss), review of milestone billing, increasing profitability, and project pre-costing, Budget Variance Analysis, and project post-profitability analysis. .
- Budgetary control: Review of demand planning; Import planning, production planning, sale planning, cash planning and variance analysis.
- Tax and VAT planning & compliance: Tax planning and compliance like tax deduction at source, tax deposit to government exchequer Sec-146, rendering withholding tax certificate Sec-145, monthly withholding tax return submission sec-177, submission of schedule-Cha, Compliance of section-55, Company tax return submission Sec-166, timely completion of tax assessment, attending hearing, appeal, and tribunal, VDS deduction at source, VAT deposit to government exchequer, Submission of monthly VAT Return VAT 9.1, maintaining VAT book of accounts, reconciliation between physical goods and goods as per VAT 6.1 and VAT 6.2, Sale reconciliation as per VAT 6.3 and audited financials, Input output coefficient VAT 4.4, input tax rebate, decreasing adjustment, and collection of VDS 6.6 etc.
- Correspondence with regulatory authority and others (Banks, Bangladesh Bank, NBR, Tax Lawyer Firm, and RJSC).
- Perform secretarial functions like, share transfer, share acquisition, submission of return to RJSC, preparation of board resolution and meeting minutes etc.
- Assist with audit team for ensuring timely completion of audit both internal and external audit.

1/1/2021 -19/05/2022

**ICB Islamic Bank Limited,
Principal Office Branch, Motijheel, Dhaka
17 Motijheel Dhaka
*Executive Officer & Branch Manager***

Details & Experience as follows but not limited to:

- Overall Management of Branch as Manager
- Communicating with the existing and potential client of the Bank with caring mentality.
- Bringing the new business for Bank with analyzing& satisfying the customer's requirement & with providing high standard professional Banking services.
- Setting up of strategy to achieve the goal and target of the branch, commensurate with Head Office specifications, and achieve these targets with adherence to KYC and Anti money laundering norms all the time.
- Managing Officers & staff to assigning the responsibilities with proper guidance & motivating them to translate the business objective into practical objectives.
- Ensure to compliance of the order, notice, instruction of Head office, Bangladesh Bank, & other compliant body.
- Continuing education about banking, economic & accounting related knowledge.
- Look after the day to day operations & control of the Branch and manage different risks of banking operations i e, Core Risks, Credit Risk Analysis, Foreign Exchange and International Trade
- Trying to improve myself with adopting sophisticated Banking technology with evolving.

10-04-2018 -31/12/2020

**ICB Islamic Bank Limited,
Narayanganj Branch,
Al-Haj Benu Tower(1st Floor),117(old), 152(New), B. B. Road, Narayanganj -1400**

Executive Officer & Branch Manager

Details & Experience as follows but not limited to:

- Overall Management of Branch as Manager
- Communicating with the existing and potential client of the Bank with caring mentality.
- Bringing the new business for Bank with analyzing & satisfying the customer's requirement & with providing high standard professional Banking services.
- Setting up of strategy to achieve the goal and target of the branch, commensurate with Head Office specifications, and achieve these targets with adherence to KYC and Anti money laundering norms all the time.
- Managing Officers & staff to assigning the responsibilities with proper guidance & motivating them to translate the business objective into practical objectives.
- Ensure to compliance of the order, notice, instruction of Head office, Bangladesh Bank, & other compliant body.
- Continuing education about banking, economic & accounting related knowledge.
- Look after the day to day operations & control of the Branch and manage different risks of banking operations i e, Core Risks, Credit Risk Analysis, Foreign Exchange and International Trade
- Trying to improve myself with adopting sophisticated Banking technology with evolving.

14-03-2012 – 09/04/2018

First Security Islami Bank Limited,

Muksudpur Branch, Muksudpur, Dohar, Dhaka.

Principal Officer & Manager Operation

Details & Experience as follows but not limited to:

- Overall functions of the Branch Banking
- Look after the day to day operations of the Branch and manage different risks of banking operations i e, Core Risks, Credit Risk Analysis, Foreign Exchange and International Trade.
- Setting up of strategy to achieve the goal and target of the branch, commensurate with Head Office specifications, and achieve these targets with adherence to KYC and Anti money laundering norms all the time.
- Managing Officers & staff to assigning the responsibilities with proper guidance to translate the business objective into practical objectives.
- Communicating with the existing and potential client of the Bank with caring mentality
- Ensure to compliance of the order, notice, instruction of Head office, Bangladesh Bank, & other compliant body.
- Managing the liquidity, asset & liabilities of the branch.
- Maintain and preserve all sorts of Bankers Books, Register, Vouchers etc.
- Providing need based excellent Banking services to the client under the legal boundaries.
- Attract and develop new deposit and loan as well as fee based business and highly committed to customer services.
- Act as a Branch Anti Money-Laundering Compliance Officer (BAMLCO)

14-03-2011 – 14-03-2012 (02) years

First Security Islami Bank Limited,

Muksudpur Branch, Muksudpur, Dohar, Dhaka.

Senior Officer & Investment (Credit) in charge

Details & Experience as follows but not limited to:

- All investment (Credit) management functions of the Branch

- Receive Application from clients & process it.
- Analyzing the prospective clients for loans and helping them with loan application procedure & formalities also analyzing and verifying a client`s creditworthiness who has applied for loan
- Preparation of Investment Proposal, Securitization of all documents such as application, security documents, legal opinion, valuation security etc.
- Preparation of CRG/IRG
- Conducting the field and onsite visits to verify the proper usage of loan amount
- Providing support, credit information, and loan policies and procedures to ensure the quality of the Bank`s lending portfolio
- Appraisal of Investment & issuance of Bank Guarantee.
- Proper Investment monitoring & recovery in due time,
- Documentation of all investment papers.
- Preparation all sorts of Statement related to Investment to Head Office & Bangladesh Bank ie CIB, CL,SBS-2, 3etc.

07-12-2008 – 14-03-2011 (03) years

First Security Islami Bank Limited, Motijheel Branch,9/I Motijheel C/A, Dhaka.

Officer

Details & Experience as follows but not limited to:

- **Investment Department** I have worked in Investment Department with the following job responsibilities-
- Receive Application from clients & process it.
- Preparation of Investment Proposal,
- Preparation of CRG/IRG, Repayment schedule, financial statements analysis
- Appraisal of Investment & issuance of Bank Guarantee.
- Investment monitoring & recovery in due time
- Documentation of investment papers.
- Preparation all sorts of Statement related to Investment to Head Office & Bangladesh Bank ie CIB, CL,SBS-2,3etc.

05/12/2007 to 06/12/2008 (01 Year)

First Security Islami Bank Limited, Board & Company Secretariat Division, Head Office 23, Dilkusha C/A,Dhaka.

Junior Officer

- Arrange the Meeting of Board of Directors & Executive Committee.
- Preparation of Agenda, Minuets of the meeting of Board of Directors & Executive Committee.
- Communication of the Board Decisions with different Branches & Divisions.
- Preparation of Compliance of Regulatory Bodies ie Bangladesh Bank, RJSC, SEC etc.

- All sorts of formalities related to IPO issue of First Security Islami Bank Ltd at June,2008
- Arrange Bank information for preparation of prospectus for IPO of to provide issuing company(AB Bank Ltd.)
- Listing activities to Dhaka Stock Exchange & Chittagong Stock Exchange Ltd.

Academic Qualifications:

Master Of Business Administration (MBA):

University of Dhaka

Faculty of Business Studies

Department of Accounting & Information Systems (AIS)

Major in: Accounting & Information Systems

CGPA: 2.89 (out of 4.00)

Bachelor Of Business Administration (BBA):

University of Dhaka

Faculty of Business Studies

Department of Accounting & Information Systems (AIS)

Major in: Accounting & Information Systems

CGPA: 3.48 (out of 4.00)

Higher Secondary Certificate (HSC), 1999

Narsindgi Govt. College, Narsingdi

Board of Intermediate and Secondary Education, Dhaka

Group: Business Studies

Result : 1st Division (66.8% Marks)

Dhakil, 1997

Jamea Kasimea Madrasha

Bangladesh Madrasha Education Board, Dhaka

Group: Science

Result : 1st Division (73.6% Marks)

Computer Literacy:

Operating System: Windows 95/98/2000/XP

Application package: MS Office (MS Word, Excel Access, Power point , Front Page), PC Bank-2000 (Conventional & Islamic Banking System), **Bank Ultimus** (Core Banking solution), central Banking **BACH**(Bangladesh Automated Clearing House), **EFTN** (Electronic Fund Transfer Network),different remittance processing software as agent Western Union, Money Gram, Express Mony, Ria, Placid Express etc. Reporting Software to Bangladesh Bank FIU, SBS , CTR, STR etc. Internet : e-mailing and surfing net.

Key Competencies and Desirable Traits:

Intelligence, Positive attitude to get things done.

Likeability and acceptance by others.

Team player with excellent communication skill.

Confidence to accept challenges.

Definiteness of purpose, Quick learner.

Integrity.

Training/Performance

Participate in different Seminar, Workshop & Training at time to time over the period of my Banking career on conventional & Islamic Banking, few are mentioned as,

1. "Foundation Training on Banking" conducted by Bangladesh Institute of Bank Management (BIBM). I achieved 1st position among our Probationary officers & Junior Officers team of First Security Bank Ltd. on January- February, 2008 session.
2. "Foundation Course" on Islamic Banking conducted by First Security Islami Bank Training Center. Gulshan, Dhaka. on January- February, 2011 session.
3. Training on "Orientation on Islamic Banking" conducted by Islamic Research Bureau.
4. Training on Islamic Banking mode conducted by First Security Islami Bank Training Center. Gulshan, Dhaka.
5. Training workshop on "Modes of Investment, Investment Procedure and Observations on Major Irregularities of Islamic Banking Operation under Islamic Shariah" conducted by First Security Islami Bank Training Center. Gulshan, Dhaka. on May 29 to June 01, 2011

Language Proficiency

Got Good Bengali and English language Proficiency.

Personal Information:

Father's Name: Mohammad Kafil Uddin Khan

Mother's Name: Momotuz Bagum

Permanent Address: Village-Ayubpur, Post Office-Putia Bazar, Upozilla-Shibpur, District-Narsingdi.

Present Address: Intext Swapnoneer, 284,287, Flat no # 1A/2 North Shajahanpur, Dhaka

Date of Birth: 01-01-1983

Nationality: Bangladeshi

Religion: Islam

Marital Status: Married

Blood Group: A+

References:

Dr. Syed Abdulla Al Mamun FCMA

Chief Executive Officer

Bangladesh Rating Agency Ltd.

(a Dun & Bradstreet SAME Company)

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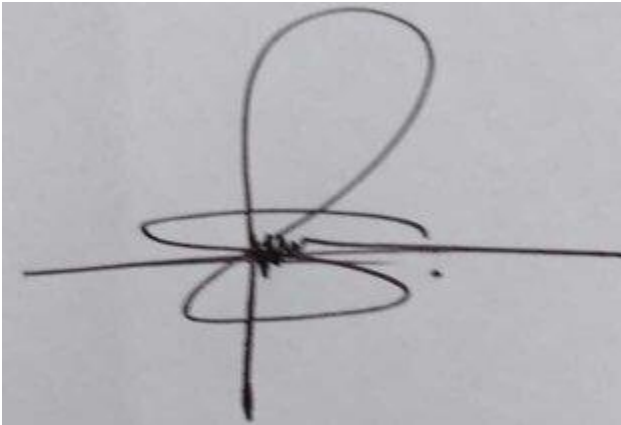
Prof. Mamtaz Uddin Ahmed FCMA

Director, MPA Program

Director, EMBA Program

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Signature & Date:

A handwritten signature in black ink on a light gray background. The signature is stylized, featuring a large loop at the top and a horizontal line extending to the right.

Mohammad Shamim Ahamed