

M.M. ABUL HASANAT-SWAPAN, ACMA

Flat # 3B, House # 9, Road # 13, Block # D, Mirpur-6, Dhaka

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**Personal Summary**

I am a committed qualified Cost and Management Accountant (CMA), highly focused with a comprehensive knowledge and understanding of financial management, accounting practices and Capital Market. I am such forward thinking, hardworking and dynamic person who will ensure that what has to be done is done effectively and efficiently within the constraints of budget and time with full of trust.

Career Objective

I am looking for a long-term opportunity in a renowned company within the business community. My main goal is to work in Operations, Accounts, finances, and Management in the company that will enable it to drive forward in achieving its mission and vision. I am also eager to use my skills and experience to advance my employer's bottom line and progress my career as a management accountant in a leadership role.

Professional Credentials:

- Qualified Cost and Management Accountant under **ICMAB**
- Authorized Representative (**AR/Trader**) of Dhaka Stock Exchange Ltd.

Key knowledge

- Full function of Brokerage operation in Capital Market
- Income statement, Balance sheet Preparation, Cash flow statement, Bank reconciliation
- Ratio analysis of Financial Statement, Cost of Goods sold, Variance analysis, Payroll
- Budgeting and Inventory Management, Working Capital Management
- Basic Knowledge about VAT- Income Tax, IFRS, IAS, L/C
- Securities and Exchange Rules-2020, Listing Regulations-2015, Margin Rules- 1999,
- AML/CFT issues for Securities trading business and Corporate Governance Guideline.

Career Summary

- ❖ Head of Compliance; Duration: May, 2014 to Continuing:
Company: Square Securities Management Ltd. (A member Company of SQUARE group)
- ❖ Sr. Executive- Accounts & Finance; Duration: 2010 to 2014:
Company: HAC Securities Ltd.
- ❖ Officer- Accounts; Duration: 2009 to 2010
Gems Gallery (a sister concern of Kicko International)

Academic Certification Summary

MBA in Accounting and Information Systems from University of Dhaka.

M.Sc in Mathematics from Dhaka College.

B.Sc in Mathematics from Pabna Edward College.

SSC and **HSC** from Rajshahi Board

Employment History

1. Position: Head of Compliance

Duration: May, 2014 to Continuing:

Square Securities Management Limited, (Sister Concern of Square Group.)
Room No# 141, Level-8, DSE Tower, Nikunja-2, Dhaka.

Duties/Responsibilities:

- Monitoring and Controlling the margin loan and trade under margin agreement
- Monitoring and controlling the trade activities of all clients as per securities rules
- Bidding and Proceeding IPO in Book building Method and supervising application of IPO for Investor
- Attend the inspection of BSEC, DSE, CSE, BB, CDBL and any type of regulatory inspection
- Review or modify policies or operating guidelines after discussion with top management to comply with changes of securities laws and rules or given any directive
- Identify compliance issues that require follow-up or investigation and investigate
- Collecting Cash Dividend of Margin Clients from listed company.
- Preparing Bank Reconciliation and Fund flow statement
- Preparing and submitting appropriate compliance reports on the basis of Securities Rule.
- Preparing Net Capital balance report and Submit to Exchanges
- Preparing transaction report on Daily and Monthly basis
- Preparing and submitting the reply on report of regulatory inspection.
- Supervising and monitoring the collection of BO Renewal.
- Design or implement improvements in communication, monitoring, or enforcement of compliance standards
- Renewal of all type of registration for securities business on timely
- Assisting Accounts team for preparing the Audited financial statement.
- Supervising and Monitoring the Client deposit and payment for ensuring the compliance.

2. Position: Sr. Executive- Accounts and Finance

Duration: September, 2010 to March, 2014

HAC Securities Ltd.
4&5 Motijheel C/A, Dhaka-1000.

Duties/Responsibilities:

- Preparing daily Bank Reconciliation statements;
- Verifying Client deposit and payment statement;
- Preparing journal entries and Posting this in Tally software;
- Posting Petty Cash journal in Tally software;
- Assisting Accounts team for preparing the financial reports;
- Participating in Internal Audit team when need;

3. Position: Accounts Officer

Duration: November, 2009 to August, 2010

Gems Gallery (a sister concern of Kicko International)
23/D, Purana Polton Lane, Dhaka-1000.

Duties/Responsibilities:

- Preparing Cash Payment Voucher;
- Keeping the daily record of Cash flow;
- Maintaining Petty Cash & report to management;

Academic Certification Details

Master of Business Administration (**MBA**) in Accounting and Information Systems
Obtained the degree at 2016 with **CGPA 3.39** out of 4 from University of Dhaka.

Master of Science (**M.Sc**) in Mathematics
Obtained the degree at 2010 with **2nd class** from Dhaka College.

Bachelor of Science (**B.Sc**) in Mathematics
Obtained the degree at 2009 with **2nd class** from Dhaka College.

Passed with **First division** in **SSC** and **HSC** from Rajshahi Board

Training and Certificate on

- ❖ Authorized Representative training from DSE
- ❖ Technical Analysis for investment in capital market from Dhaka Stock Exchange Ltd.
- ❖ Compliance and Associated Issues of Securities Market from DSE.
- ❖ Corporate Governance Code and Cyber Risk Management from DSE
- ❖ AML/CFT Focusing Capital Market from Bangladesh Bank.
- ❖ Securities Valuation from BICM

Computer skill

- Accounting & Inventory basis software: Tally & Highlights
- Securities trading basis software: Leads & SisPlus
- Office applications: Proficient in Microsoft Office (Word, Excel & Power Point)

Skill & Capabilities:

- Creativity and Dedication are my great strength
- Excellent interpersonal communication skill
- Ability to pick up new skills tasks quickly and efficiently
- Motivated and driven to achieve through hard work and determination.
- Capable of acquire knowledge from any obstacle situation swiftly

Personal Profile

Name : M.M.Abul Hasanat-Swapan
Father's Name : Md. Mokbul Hossain
Mother's Name : Mst. Hachina Begum
Permanent Address : Vill: Dulai-Uttorpara, P.O.: Dulai, P.S.: Sujanagar, Dist.: Pabna.
Religion : Islam; Marital Status : Married; Date of Birth : 4th March, 1984

References

Mohammad Amir Hamza, FCMA

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Md. Fahim Mahabub, FCMA

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(M.M. ABUL HASANAT-SWAPAN)