

CURRICULUM VITA

Mohammad Mamunur RASHID FCMA

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CAREER OBJECTIVES

To develop my career in a globally competitive environment, approaching new ideas and concepts and being able to articulate the top management that will provide job satisfaction and advancement through expansion of professional competence.

Furthermore, I have enthusiasm taking ownership to achieve a sustainable and disciplined working environment through controlling other whole departments of the company.

CAREER INFORMATION

Present Company : Reedisha Food & Beverage Ltd. under Group Reedisha
Address : 36, Shahid Tajuddin Ahmed Sarani, Tejgaon I/A, Dhaka - 1208
Designation : Asst. Vice President & Head of Finance & Accounts
Job Duration : 01 January 2022 to till now

Former Company : P.A. Knit Composite Ltd. under Group Reedisha
Address : 36, Shahid Tajuddin Ahmed Sarani, Tejgaon I/A, Dhaka - 1208
Designation : Manager (Finance & Accounts)
Job Duration : 10 August 2016 to 01 January 2022 (**Above 5 years**)

JOB RESPONSIBILITIES

- (i) Audit, Monitor and check all types of bill processing activities.
- (ii) Reporting management about true and fair view of facts and figures.
- (iii) Weekly visit of factory production floor, raw materials and general store audit and report management regarding clear picture of operation.
- (iv) Monthly inventory physical audit and find out any types of discrepancy.
- (v) Monitor overall activities of finance and accounts department.
- (vi) Monitor **Biscuit Manufacturing costing**, Biscuit Pricing, **CM Analysis per carton biscuit**, compare identical recipe and Monitor Wastage Report.
- (vii) Follow up Monthly VAT Return submission & all kinds of TDS/VDS payment to govt. treasury.
- (viii) Follow up for smooth flow of bank and cash collection from customers mostly based on credit sales and monitor bank payment, cash payment, internal control system.
- (ix) Prepare monthly **financial statement** using **ORACLE Software** with all supporting schedule (Receivable and payable balance, inventory balance and advance to employee and suppliers balance) bank reconciliation, loan reconciliation.
- (x) Manage & oversee the daily operations of Accounts & Finance Department including: accounts payable & receivable, cash receipts, general ledger, treasury & budgeting, cash forecast, financial data reconciliation & debt activity.
- (viii) Reporting to the management or superiors on significant financial events.
- (ix) Preparing and checking all the vouchers, bills, Bank Reconciliation and monthly ledger reconciliations.
- (X) Reviewing and updating financial policies & procedures, ensure proper implementation & function of performing documents.
- (XI) Assist to internal & external auditors and implement their recommendations; ensure proper management of treasury & working capital.

PROFESSIONAL PERFORMANCES

- * Emotional Intelligence * Constructive Attitude * Behave according to situational demand
- * Maintain integrity * Having Observation power

PROFESSIONAL QUALIFICATIONS

Course Name : Cost and Management Accountant (CMA)
Institution : The Institute of Cost and Management Accountants of Bangladesh.
ICMAB - An Autonomous Body under the Ministry of Commerce
Membership Number : F – 1136 (Fellow Cost and Management Accountants)

ACADEMIC QUALIFICATION

Course Name : Masters in Accounting Information System (AIS)
Department of Accounting
1st Class
National University (Dhaka College)

Honours in Accounting Information System (AIS)
Department of Accounting
1st class
National University (Kabi Nazrul Govt. College)

TRAINING & WORKSHOP

- Training on “ERP – FICO Module”.
- Training on “Advance Excel” in ICMAB.
- Ten days Training program on “Excelling Your Excel & Power point” held on ICMAB under Dhaka Branch Council.
- Three Training program on “Leadership for Finance Professional in the era of Digital Disruption” at Ambassador Hotel, Bangkok.
Resource person: Dr. Parichart Rachapradit, Asst. Professor, Northern University, Thailand.

PERSONAL INFORMATIONS

Father's name : Md. Abdul Kadir
Mother's name : Dulari
Date of birth : 10 December 1988
Present Address : 63, Abdul Aziz Lane, Lalbagh, Dhaka-1200
Permanent Address : Plot 46, Road-1, Block – C, South Town Residential Area,
P/S: South Keranigonj, Dist: Dhaka - 1310
Nationality : Bangladeshi (by birth)
National ID No : 640 869 3957
Driving License No : DK-1255628CL0009
By faith : Muslim
Marital status : Married
Blood group : A+

Declaration of Authenticity

I do hereby declare that all information have presented are true to my knowledge if required & where applicable there information can be supported by appropriate authentic or papers.



13-08-2024
Date & Signature