



# MD. ARIFUR RAHMAN

MIPA, AFA, ACMA

## CAREER SUMMARY

Highly organized and results-oriented accounting professional with over 17 years of experience in diverse industries including Manufacturing, Knit & Textile, Trims & Packaging, Printing & Embroidery, Pharma, Real Estate, Agriculture business and a strong academic foundation in finance. Proven success in financial management, coupled with excellent analytical and problem-solving skills.

Throughout my practical experience, I have honed expertise in critical areas such as LC management (including EDF, UPASS and Deferred LCs), Treasury and Trade Finance, both Funded and Non-funded facilities, Inventory control management, Budget & Budgetary control, TDS & VDS compliance and alongside Supply Chain Management, Credit Rating Analysis and External audit coordination.

## CONTACT

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Sheakh Shaeb Bazar, Dhaka-1211  
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EMAIL: [arifur2003@gmail.com](mailto:arifur2003@gmail.com)

## EDUCATION

**Masters of Commerce-Accounting**  
National University  
Result: **First Class** (36th Position)

**Bachelor of Commerce**  
National University  
Result: **Second Class**

**Higher Secondary Certificate (HSC)**  
Rajshahi Board  
Result: **First Division**

**Secondary School Certificate (SSC)**  
Rajshahi Board  
Result: **First Division**

## ACHIEVEMENT

- ✓ Associate of Cost and Management Accountants of Bangladesh (ICMAB)
- ✓ Member of Institute of Public Accountants of Australia (MIPA)
- ✓ Associate of Financial Accountants of UK (AFA)
- ✓ CA Advance level from ICAB.
- ✓ Masters in Accounting (1st class 36<sup>th</sup> position), Dhaka Collage.
- ✓ **Ex-Councilor**, Dhaka Branch Council 24, ICMAB.
- ✓ Performed pilgrimage **Hajj** year 2019.

## WORK EXPERIENCE TIMELINE

### Deputy General Manager – Finance & Accounts

Babylon Group  
December 2020 to present

### Assistant General Manager – Group Finance

TEAM Group  
April 2020-December 2020

### Deputy General Manager – Finance & Accounts,

Basic Group  
September 2019-April 2020

### Manager – Finance & Accounts

Babylon Group  
January 2010- August 2019

### Executive – Internal Audit

Reedisha Knitex Ltd.  
August 2007- December 2009

## PROFESSIONAL ACCOMPLISHMENTS

- ✓ Conducted feasibility study of Basic Group and Babylon Group.
- ✓ Prepared manual to computerized accounting systems for Basic Group.
- ✓ Developing and implementation a credit control policy in receivable of Babylon Trims Ltd.
- ✓ Formulated monthly and year-end financial statements with analytical review and generated various reports.
- ✓ Supervised and organized a team to resolve problems and achieve reporting deadline.
- ✓ Tested accuracy of account balances and prepared supporting documentation for submission during a comprehensive audit of financial operations.
- ✓ Formulated intricate pro-forma budgets.
- ✓ Build relationships with vendor & service providers, reviewing & negotiating contracts for savings where possible.
- ✓ Developed a more efficient workflow by implementing documentation processes and streamlined office procedures.
- ✓ Special object oriented cost, Management and Financial Accounting decision in order to support the top-level decision-making.
- ✓ To increase the company financial values by evaluating different ratios and Analysis.

## EXPERTISE & KEY SKILLS

- ✓ Financial Statement Reporting
- ✓ Analytical Problem Solving
- ✓ Management Reporting Analyst
- ✓ Team Collaboration
- ✓ Effective Communication
- ✓ Leadership Development
- ✓ Adaptability and Flexibility
- ✓ Accounting software Tally ERP 9
- ✓ Treasury and Loan Management
- ✓ ERP Systems Implementation
- ✓ External Audit Liaison



## PERSONAL DETAILS

Father's Name : Md. Abdul Halim  
Mother's Name : Mrs. Salina Halim  
Nationality : Bangladeshi  
Religion : Islam  
Date of Birth : 04th January 1981  
Marital Status : Married  
Permanent Add: : Vill - Charkura  
P/O - Borokura  
P/S - Kamarkhand,  
Dist - Sirajgong,

## REFERENCES

Reference: 01

### Md. Mizanur Rahman FCMA

General Manager - Accounts & Finance  
Reedisha Spinning Ltd.  
Address - 36, Shaidd Tajuddin Ahmed Saran  
Tejgaon, I/A, Dhaka-1208  
Mobile - 01731-060744

Reference: 02

### Mohammed Salim, FCMA

Senior Financial Management Consultant  
Ministry of Planning, Bangladesh Govt.  
Address - CPTU Bhaban, Sher-e-Bangla Nagar  
Dhaka-1207.  
Mobile - 01711-644859  
Email - salimsc@yahoo.co.uk

Md. Arifur Rahman ACMA

## PROFESSIONAL EXPERIENCE

### MANAGERIAL FUNCTIONS AT BABYLON GROUP

- Responsible to oversee the overall activities of the Finance and Accounts Department of six SBU in the Group (**Textile & Knit, Printing & Embroidery, Trims Manufacturing and Washing**).
- Responsible for authorized signature on letter of credit open, acceptance of documents release and all kind of bill and vouchers.
- Responsible for pretty cash approval authority through online banking system.
- Responsible for Budget and Budgetary control, Overseeing Finance operation & Financial risk management, Monitoring cash balance and cash forecasts and Preparing reporting & presentations.
- Responsible for ensuring Financial planning and analysis including target setting, contingency planning and integration of financial plans with various business units' short term action plan and medium to long term plans.
- Responsible for reviewing SBU wise Financial Performance with each accounting team leaders and submitting to the members of the Board along with Group CFO.
- Responsible to assist Software Development Team in designing and developing trims business process and to implement the Accounting, Inventory, Commercial and Receivable & Payable Modules of newly developed by ERP System.

### MANAGERIAL FUNCTIONS AT TEAM GROUP

- Responsible for ensuring Financial planning and analysis including target setting, contingency planning, Budget and Budget monitoring and integration of financial plans with various business units' short term action plan and medium to long term plans.
- Responsible for analyzing SBU wise Financial Performance with group report and submitting to the Group CFO.
- Responsible for analyzing the Monthly SBU Specific Management Reports with consolidation along with profitability analysis according to buyers, unit, shop, location and finally submitted to the Group CFO.
- Responsible for the yearly and analyzing budget for each SBU under the Group and to establish budgetary control.
- Responsible to assist Software Development Team in designing and developing business process and to implement the Accounting, Inventory, Commercial and Receivable & Payable Modules of newly developed by ERP System.

### MANAGERIAL FUNCTIONS AT BASIC GROUP

- Responsible to oversee the overall activities of the Finance and Accounts department of the Group.
- Responsible for ensuring Financial planning and analysis including target setting, contingency planning and integration of financial plans with various business units' short term action plan and medium to long term plans.
- Liaison with auditors to enable timely completion of annual statutory audit.
- To oversee the Overall Treasury and Loan Management Functions of the Group.

### MANAGERIAL FUNCTIONS AT BABYLON GROUP

- Responsible to supervise overall activities of Accounts & finance team along with commercial & billing department.
- Collate, prepare and interpret reports, budgets, accounts, commentaries, products segment wise profit & loss and financial statements monthly/yearly.
- Manage capital requirement, debt, taxation, VAT, equity and acquisitions.
- To submit VAT return to VAT office and withholding tax return submit to NBR.

### MANAGERIAL FUNCTIONS AT GROUP REEDISHA

- Performing order/job/batch/process wise production cost, profitability analysis and variance analysis.
- Profitability analysis of knitting section, dyeing section and garments section on the basis of particular order.
- Development and implementation standard cost.