

## **MERAZ HOSEN RAAJ, ACMA**

**BBA, CMA, CA(PL), ACCA(Finalist), ITP**

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### **Career Objective:**

Looking for the opportunity to build a challenging career by working in your organization where there is a chance of growth and advancement.

### **Employment History:**

#### **1. Edison Footwear Limited, Head of Accounts & Finance (Sr. Manager) (August 16, 2020 - Continuing)**

##### **Edison Group (Symphony Mobile & Accessories, Siemens)**

##### **Duties/Responsibilities:**

- 1.To follow up Bank's Liability status of term loan, demand Loan, financial stimulus Fund, EDF, UPASS, Refinancing (JICA Finance 4% Interest), Export bills discounting, Lease finance etc.
- 2.Monitoring the All types of banking activities of the company like Loan sanction, Loan payment, RTGS, Pay order, online banking payment, Loan Utilization & Classification statement for CIB Management.
- 3.Develop and implement financial strategies that align with the company's overall goals and objectives.
- 4.Manage the company's cash flow, including optimizing working capital, monitoring liquidity, and ensuring the availability of funds for daily operations and strategic initiatives.
- 5.Liaison with the insurance companies for obtaining fire insurance, Life insurance, Public Liability Insurance, Marine insurance.
- 6.Maintain & disbursements worker's profit Participant fund (WPPF) & disbursement of all types Payment Like Management & Non-Management Salary, Workers salary etc.
- 7.Oversee the coordination & activities of independent auditors & ensure that all compliance issues are met & the preparation of the annual financial statements is in accordance with IAS/IFRS and regulatory requirements.
- 8.Prepare Financial Statement of Employee's Provident Fund (PF) and facilitate for Statutory Audit.
- 9.Prepare and manage the annual budget, including revenue projections, expense forecasts, and capital expenditure planning. Monitor financial performance against the budget and provide regular updates to senior management.
- 10.Conduct financial analysis to identify trends, variances, and opportunities for cost reduction or revenue enhancement. Provide recommendations for improving financial performance.
- 11.Prepare the monthly, quarterly & half yearly Cost of goods sold. PI, Bill, Voucher check against Merchandising Pre-costing and footwear materials & Accessories LC activities.
- 12.Manage & follow up the daily operations of Accounts & Finance Department including: accounts payable & receivable, cash receipts, general ledger, cash forecast, revenue & expenditure variance analysis, financial data reconciliation & debt activity.
13. Follow up monthly overhead statement. Follow up monthly closing RM, WIP & FG report. Analyze the line wise production efficiency & evaluate the production Performance.
- 14.Implementation of Fixed asset Management software and Automation of Tally Prime software.
- 15.Prepare cost per minutes (CPM) of Factory. Follow up the Cash incentive File & Documents.
- 16.Handling of Taxation, VAT, RJSC, Credit Rating & other related activities such as;
  - Individual tax calculation, deduction and deposit to Tax Authority. Successfully Completed Tax Audit (sec 147) (6 years)
  - Oversee income tax compliance including filling in return & handing Tax assessment. Hearing for all level (DCT, additional Commissioner, Commissioner). Prepare and submission of 108, 108A (Salary related Information).
  - Submission of withholding Tax Return (75A) & Section 177, follow up Mushuk-6.1,6.2.6.3 & 6.6
  - Submission of 9.1(Monthly VAT Return) & Successfully Completed Vat Audit (3 years), hearing for all level (RO, DCT, Commissioner), calculation, reconciliation & analysis of vat & Tax and keeping VAT audit related Documents.
- 17.Overseen various types of ad-hoc basis tasks as and when required.

## 2. Sr. Executive-Accounts (February 5, 2014 - December 31, 2015)

**Supreme Seed Company Ltd** Company Location: Supreme Seed Company Ltd, Uttara, Dhaka, Bangladesh.

### Duties/Responsibilities:

Preparation of Voucher, Ledger & Documentation. Correspondence with bank and preparation of bank reconciliation statement. Checking and reconciling cash or bank payment against all vouchers, bills or invoices collected. Monitor and control the collection of any receivables. Checking and reconciling cash received against all receipts or invoices issued. Confirm & record purchases and all types of payments including advances & reimbursements from originating documents. Checking all purchases, payments, and disbursement related necessary information

### Professional Qualification:

Certification	Institute	Result	Pas.Year
Associate Cost and Management Accountants (ACMA)	The Institute of Cost and Management Accountants of Bangladesh (ICMAB), Dhaka, Bangladesh.	Qualified (A-1543)	June, 2020
Chartered Accountants (CA)	The Institute of Chartered Accountants of Bangladesh (ICAB)	Completed 1000 Marks out of 1700 Marks	Continuing
Association of Chartered Certified Accountants (ACCA)	The Association of Chartered Certified Accountants-UK [Foreign Institute]	Completed 9 subjects out of 13 subjects	Continuing
Graduate Diploma in Leather, Leather Goods and Footwear Management (GDLFM)	East West University (EWU)	CGPA:0 out of 4.00	Continuing
Income Tax Practitioner (ITP)	National Board of Revenue (NBR), Bangladesh	Member: Dhaka Tax's Bar	2017

### Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Bachelor of Business Administration (BBA)	Accounting and Finance	American International University Bangladesh (AIUB)	CGPA:3.85 out of 4.0	2014
HSC	Business Studies	Ramgonj Model University-College	GPA:4.10 out of 5.0	2009
SSC	General Group	Bigha Madrasah	GPA:5.0 out of 5.0	2007

### Personal Details:

Father's Name : LATE. MD.DELAWAR HOSEN  
Mother's Name : SALEHA BEGUM  
Date of Birth : 01 December 1992  
Permanent Address : Vill: South Teory P/O: Nagmud Bazar Thana: Ramganj Dis: Laxmipur.

### Reference (s):

Name	: MD. Maksudur Rahman (FCMA)	Md. Abdur Rahman Khan FCMA
Organization	: Edison Group, Dhaka, Bangladesh.	National Board of Revenue (NBR)
Designation	: CEO, Edison Logistics Ltd.	Chairman, NBR
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