

# SHAIRA BANU ACMA

Address: Kushumbag R/A, 1/11, Dampara,  
Khulshi, Chattogram.

Mobile No:+8801816484838

E-mail: shairapinky2014@gmail.com

Linked in ID:linkedin.com/in/shaira\_banu



## Career Objective:

Results-driven finance professional with **8+** years of experience in corporate finance, investment analysis, and team leadership. Looking a challenging position where I can drive financial strategy, optimize capital structures, and support business expansion.

## Special Qualification

Qualified Cost and Management Accountant(CMA).

## Employment History

### ♦ Investment Manager(July 11, 2023 - Continuing)

Island Securities Limited.

Corporate Office

Location: Faruk Chamber (4th & 6th Floor), 1403, Sk. Mujib Road, Chowmuhany,  
Agrabad, Chattogram.

#### Duties/Responsibilities:

Oversee trading, settlement, risk management, client services, and IT systems; Analysis of Bangladeshi listed companies quarterly and annual reports; Always monitor and give suggestion on companies, provident fund and clients portfolio; Communicate effectively with shareholders, investors, regulators and employees; Build trust among investors; Promote investors and employees education and capital market literacy; Identify and manage market, credit, operational, and reputational risks; Ensure continuous professional development; Implement robust internal control systems to avoid fraud or manipulation; Lead the executive team and create a performance-driven culture; Attract and retain top talent; Drive financial performance: profitability, liquidity, cost management; Give suggestion on major investment decisions and budgeting; Ensure accurate and timely financial reporting.

### ♦ Assistant Manager(Jan 11, 2021 – Dec 31, 2022)

Kabir Securities Limited.

Corporate Office

Location: Forum Central (4<sup>th</sup> Floor), M. M. Ali Road, Golpahar Circle, Chattogram.

Department: Accounts

#### Duties/Responsibilities:

Finance/Accounts, Financial Analysis, Prepare monthly/quarterly/yearly financial report, Prepare monthly/quarterly/yearly various reporting which are submitted to DSE/CSE/BSEC including NCB, CCBA Status, RBCA etc., Submission of all online reporting to ESS & DSS, Checking mathematical accuracy of disbursing fund by BEFTN/cheque/cash, Prepare daily income & expenditure report, Monitor Accounts Team, all branches Daily Receipt & Payment Statement Checking, Working with branch inspection team and preparation of Audit report for

Management, Prepare Salary Disbursement Sheet, Take part in budget making decision, Ensuring internal audit, control and compliance, Ensure deduction of VDS&TDS from the bill, arrange payment and issue a certificate as per Govt. Regulations, Reconciliation/update of all banks accounts maintained by the organization, Supervising Fixed Assets, Inventories, payable and General Accounting Functions, Preparation of Management Information Report covering various financial issues, IPO related all function management, Maintaining & providing Client Ledger, Portfolio, TAX and Investment Certificate to client, Preparation of monthly, quarterly & yearly various Financial & Managerial Reports, Facing External Audited soon.

♦ **Manager(Dec 1, 2017 –Dec 31, 2020)**

Corporate Support Pvt. Ltd.

Corporate Office

Location: As Salam Tower(12<sup>th</sup>floor), 57Agrabad C/A, Chattogram.

**Duties/Responsibilities:**

All Accounts/Finance, Costing, Preparing Project Profile, Business Profile, Business plan Preparation of Clients, Helping to Prepare Feasibility Study of Clients, Helping to Arrange Project Financing of Clients, Foreign & Local Fund Arrangement, UPAS, Deferred Letter of Credit Confirming, Discounting & Refinancing, Return Submission of VAT & Income Tax, Statutory Audit of Various Companies, Accounts Preparation of Clients, Oversee the Operation of the Finance Department, Maintain the Audit Team of the Organization, Preparation of Management Information Report Covering Various Financial Issues, Set Goals and Objectives, Tax & VAT and so on.

### Academic Qualification

Exam Title	Concentration/ Major	Institute	Result	Passing Year	Duration
Master of Business Studies (MBS)	Accounting	National University	First class Marks: 69.2%	2013	1 Year
Bachelor of Business Studies(BBS)	Accounting	National University	First class Marks: 64%	2012	4 Years
HSC	Business Studies	Bangladesh Mohila Samiti Girls High School & College, Chattogram.	CGPA: 5 Out of 5	2008	2 Years
SSC	Business Studies	North Sarta Darga High School, Chattogram.	CGPA:4.44 Out of 5	2006	10 Years

### Training Summary

Training Title	Topic	Institute	Country	Location	Year	Duration
Income Tax Practitioner (ITP)	Taxation in Bangladesh	National Board of Revenue (NBR)	Bangladesh	Dhaka	2017	N/A
Practical Training on “New VAT & SD Act 2012”	New VAT law 2012 and its practice	ICMAB	Bangladesh	Chattogram	2020	3days
Income Tax & VAT Management	Income Tax and VAT in Bangladesh	LSF & Company	Bangladesh	Dhaka	2022	12days

### **Professional Qualification**

<b>Certification</b>	<b>Institute</b>	<b>Location</b>	<b>From</b>	<b>To</b>
CMA Qualified	The Institute of Cost and Management Accountants of Bangladesh (ICMAB)	Chattogram	January 1, 2015	April 30, 2020

### **Publication**

Author of “ <b>Pujibazar Bisleson</b> ”
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### **Committee Member at ICMAB**

1. Women Professional Development Committee. 2. Capital Market Committee. 3. Student Affairs Committee. 4. Women Affairs & Leadership Committee.
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### **Language Proficiency**

<b>Language</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
Bengali	High	High	High
English	High	High	Medium

### **Personal Details**

Father's Name : Mr. Anowar Alam  
Mother's Name : Ms. Nur Bano  
Spouse Name : Md. Tanvir Hossain  
Date of Birth : 20<sup>th</sup> September 1989  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : C/O. Mono Patan Thalukdar Bari,  
P.O: North Sarta; P.S: Raozan; Chattogram.

### **Reference**

Name : Mr. M. Monoarul Hoque FCMA Organization : JF (Bangladesh) Ltd Designation : Chief Financial Officer Mobile : +8801714080521 E-mail : monoarul.hoque@yahoo.com Relation : Professional	Name : Mr. Imtiaz Alam FCA, FCMA Organization : Corporate Support Pvt. Ltd. Designation : Chairman Mobile : +8801748666666 E-mail : imtiaz_fcma@yahoo.com Relation : Professional
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**Thanking,**



(Shaira Banu ACMA)