

MD. MONJUR TAREQ ACMA, CA (PL)

Assistant Manager- Accounts & Finance



01819-872890



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Matikata, ECB Chottor, Dhaka



To build Professionalism career in the manufacturing sector & Services Sector focused on sustainable practices, where I can contribute to the development of environmentally-friendly production processes and innovative solutions that reduce waste and enhance efficiency.



SKILLS

- Have practical experience with customized ERP accounting software such as KORE ERP software, and Sajeeb ERP software
- Have practical experience in Advanced Excel (Pivot Tables, VLOOKUP, and HLOOKUP)
- Have practical experience in Tally 9
- Basic knowledge of QuickBooks
- Financial analysis & Variance analysis
- Cost control & Operational efficiency
- Inventory management systems
- Profit and Loss Analysis
- Data analysis capability



EXPERIENCE (8Year's 6 month)

2025 – Assistant Manager- Accounts & Finance

Corbel International Ltd. (A Reputed Pesticides Company)

- Analyzed operational gaps and outlined strategic steps to resolve issues effectively.
- Reviewed financial statements on a monthly, quarterly, and annual basis to ensure precision.
- Executed reconciliation of cash and credit sales while evaluating accounts receivable age analysis.
- Audited financial records to maintain accuracy in journal vouchers, bank statements, and petty cash ledgers.
- Logged C&F bill and insurance entries in ERP software to determine accurate landed costs.
- Directed daily accounting tasks encompassing accounts payable, receivable, payroll, and general ledger functions.
- Supervised supplier TDS, VDS, and salary deductions to comply with tax regulations.
- Assessed profitability at depot level by analyzing specific revenue streams and cost structures.

2021-2023 Assistant Manager-Costing & Accounts

Alin Food Products Ltd. (A Concern of ALIN GROUP)

- Compiled recipe-wise standard production reports for R&D department products.
- Generated SKU-wise product cost sheets for local and export sales.
- Created consumption reports based on actual stock evaluations for each product.
- Collaborated with Factory Head and Operations Unit Managers to enhance manufacturing processes.
- Developed variance analysis reports to identify discrepancies in costs.
- Prepared monthly, quarterly, and annual financial statements.

- Managed accounts payable and receivable, including bank reconciliations and ledger entries.
- Conducted profitability, budget, costing, and inventory analyses to guide business strategies.
- Coordinated with senior management to implement strategic plans for revenue growth.
- Oversaw daily operations, including opening and closing procedures, to maintain store standards.
- Reviewed financial statements on a monthly, quarterly, and annual basis to ensure precision.
- Audited financial records to maintain accuracy in journal vouchers, bank statements, and petty cash ledgers

2017- 2021 Sr. Executive- Costing & budget

Hashem Foods Ltd. (A Sister Concern of Sajeeb Group)

- Prepared product cost sheets by SKU for local and export sales.
- Developed consumption reports based on physical stock evaluations.
- Collaborated with Factory Head and Operations Unit Managers to enhance manufacturing processes.
- Created variance analysis reports to identify discrepancies between standard and actual costs.
- Liaised with production, SCM, and sales departments to validate cost information.
- Provided cost-benefit analyses for pricing decisions to support management.
- Monitored manufacturing efficiencies to reduce costs and increase profitability.
- Developed successful strategies and policies, meeting organizational needs and implementing improvements.
- Directed a company restructuring process, improving operational efficiency and employee productivity by 25%.
- Oversaw the design and launch of an innovative product line, doubling the company's market share within the technology sector.

2014 -2015 Accounts Officers

Looks Sweater Ltd.

- Supervise and audit petty cash transactions.
- Develop and manage integrated financial accounting systems for cash management, PV & TV,
- Analyze accounting information to compile comprehensive financial statements.
- Create payment vouchers, and verify bills, and ensure timely and accurate posting.
- Reconcile manual cash books register with Tally entries.
- Report regularly to the Head of Finance and Management's spreadsheet.



EDUCATION

| Year | Degree | Subject | University / Board | Result |
|------|---------------|------------------|----------------------|------------------|
| 2025 | CA | CA (PL) | ICAB | CA (PL) continue |
| 2024 | CMA | ACMA | ICMAB | A-1881 |
| 2011 | M.B.S | Accounting | Jagannath University | 1st |
| 2009 | B.Com (Hon's) | Accounting | Jagannath University | 2nd |
| 2002 | H.S.C | Business Studies | Adamjee Cantt. Dhaka | 1st |
| 2000 | S.S.C | Business Studies | Ramiz Uddin, Dhaka | 1st |



References

Md., Shamim Iqbal, FCMA (F-908)

Group CFO, Sterling Group

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Disclaimer

Signature: (Md. Monjur Tareq)