

## Md. Raisul Islam, ACMA

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Well accomplished, result-driven and highly experienced financial professional in planning, implementing, and building financial health of the organization for over 19 years. Experienced in handling the entire financial activities and guiding the finance team with outstanding leadership and demonstrated track record of improving financial performance of the organization, optimize productivity, and internal control.

I rendered my services in different capacities and diversified industries including Pharmaceuticals, Plastic Manufacturing, Agro, Construction, Hotel, Financial Industry, Shipping Line, C&F, Freight Forwarding, Consumer products etc.

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### Field of Expertise Includes:

■ Financial Strategy and Planning ■ Financial Management ■ Financial Reporting ■ Internal Controls ■ Risk Management ■ Budgeting & Budgetary Control ■ Process design and Productivity improvement ■ Profitability, Cost and Sensitivity Analysis ■ Standard Costing & Variance Analysis ■ Project proposal writing ■ Compliance Management ■ Project due diligence.

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### Key Accomplishment & Achievement Summary:

■ Reduced cash purchase, Advance vendor payment, Overtime and Allowances, Business Promotional Expenses, Entertainment & Conveyances, Production cost, QC cost, Procurement cost, Financial cost in a significant amount at Somatec Pharmaceuticals Ltd.

■ Initiated for providing Monthly Financial Statements to management for taking decisions based on performance.

■ Implemented Depot wise daily sales, collection, receivables, cash and bank balance, stock in hand, expenses reconciliation report through ERP system.

■ Arranged and managed around BDT 7,500.00 million long term and short-term loan from local Bank and Financial Institution.

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### Professional Experiences:

**Somatec Pharmaceuticals Ltd.**, Corporate Office, Dhaka, Bangladesh. **[September 18, 2022 to till now]**

*[Somatec Pharmaceuticals Ltd. is a pharmaceutical product manufacturer and seller of its own 19 Depot sales, marketing and distribution channel].*

**Position: General Manager – Finance & Accounts**

#### **Finance & Accounts:**

- Providing strategic and financial guidance to ensure that the company's financial commitments are met.
- Identify and mitigate the Financial Risk, Process Risk and Compliance with applicable Rules, Regulations, Process, Guidelines with good Corporate Governance practice.
- Manage Capex, Opex, Cash flow, Liquidity, and Working Capital to effective financial management.
- Identify and evaluate the best alternatives for short term and long-term investment opportunities with minimum cost effective.
- Direct and control finance staff to ensure that they are appropriately motivated and developed and so that

they carry out their responsibilities to the required standard.

- Managing and overseeing the company's banking and borrowing arrangements.
- Oversee the preparation of the company's financial accounts to ensure that these are presented accurately and on time.
- Develop and control the company's annual operating budget to ensure that all financial targets are met.
- Develop and maintain all necessary systems, internal control, policies and procedures to ensure effective and efficient financial management within the company.
- Liaison with Doctors, Chemists, Suppliers and other stakeholders for optimum operational, financial and continuous business growth.
- Monitor external contracts and services provided by suppliers to ensure that these are operating effectively and provide the best value to the company.
- Oversee all audit, internal control operations and tax & VAT functions. Carry out all necessary actions to ensure that the company meets its financial and legal obligations. Providing strategic and financial guidance to ensure that the company's financial commitments are met.

**Iso Tech Group, Corporate Office, Dhaka, Bangladesh. [April 01, 2019 to August 31, 2022]**

*[Iso Tech Group is a manufacturing and service rendered company with 7 sister concerns of Plastic ingredients manufacturing, Agro, Engineering, Hotel, Shipbuilding, Environment, Power Plant consultancy etc.]*

**Position: General Manager – Accounts & Finance**

- Facing the financial audit and assistance for credit rating & renewal, liaison with government bodies such as BIDA, NBR, Bank, NBFI, External Consultants, Related parties and Stakeholders in financial matters.
- Assistance for preparations of reports and recommendations to the BoD and ManCom for relevant to financial performances and management performances such as Sales, Collection, Stock, Liability position, Debtors, LC performance report as and when required.
- Assistance in preparing Tax and VAT reports, payments, returns, manage and maintain liaison with the National Board of Revenue (NBR) & other competent and relevant authority.
- Assistance for recording day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables and accounts payables.
- Assistance in preparing monthly, quarterly, half yearly and a yearly financial statement of all sister concern of the group and collect, analyze and report to the BoD and ManCom on the financial performance of all concerns as and when required.
- Assistance for assessing risk and covered by insurance of assets of the group. Responsible for control over all cash transactions, advance and purchase of the group.
- Monitoring and ensuring the compliance of all companies with local laws and regulations.

**International Leasing And Financial Services Ltd., Corporate Office, Dhaka, Bangladesh. [September 15, 2010 to March 31, 2019]**

*[International Leasing is a Non-Banking Public Listed Financial Institution traded at share market since 1996.]*

**Last Position: Manager - Internal Control & Compliance**

- Ensure compliance of applicable laws, regulations, internal policies & guidelines to all operational activities of the organization.
- Conduct audit in Depot offices and Associate companies as per audit plan approved by the audit committee.
- Report to top management, audit committee & regulatory bodies as per audit plan.

- Assist to prepare quarterly operational report as per risk-based audit plan.
- Verify departmental control function check list and updated as per requirement.
- Maintain database of audit findings & recommendations and updated subsequent compliance status in ERP software for effective internal control and compliance system.
- Follow up timely reporting to the management and regulatory bodies as per timeline.
- Follow up the implementation status of lapses or irregularities reported in each quarterly internal audit report.

#### **Deputy Manager – Finance & Company Secretary**

- Accurate & timely completed of corporate financial statements / reports representing the operations.
- Prepare financial proposal with supporting documents based on the requirements of the business and find out the best possible way to meet the requirements.
- Financial record keeping and regular/periodic reporting as per requirement of the project.
- Oversee organizational procurement and contracts functions and ensure best practices and efficiencies.
- Assist in the design, implementation and timely calculations of wage, incentives, commissions and salaries for the staffs.
- Oversee accounts payable and accounts receivables and ensure recovery plan is in place
- Organizing, preparing all the necessary papers and document for holding of Committee Meetings, Board Meetings and General Meetings. Simultaneously taking minutes of the meeting.
- Corresponding with the BSEC, DSE, CSE, RJSC, Bangladesh Bank, BOI & other regulators.
- Ensure & maintain the statutory & regulatory compliance.
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- Filling Returns to the Register of Joint stock Companies and Firms (RJSC) as per the Companies Act 1994.
- Share Transfer related (Bonus/Right) works, Distribution of Dividend related works (Stock/Cash, Fraction).

**GBX Logistics,** (MOL Consolidation is a Multinational Freight Forwarding agent) BD Office, Dhaka, Bangladesh. **[January 21, 2009 to September 14, 2010]**

#### **Position: Senior Executive-Accounts & Finance**

- Prepare monthly business report for both Principal and Agent office.
- Prepare Job performance report on daily job basis.
- Prepare Bank reconciliation report for issuing Debit and Credit invoice to the principal.
- Responsible for both company's tax and VAT accounting & management.
- Responsible for gratuity, welfare and CPF management.

**Wings Group.,** Corporate Office, Dhaka, Bangladesh. **[January 25, 2007 to January 20, 2009]**

*[Swift Logistics Ltd. is a sister concerns of wings Group operating with Clearing and Forwarding activities]*

#### **Position: Executive-Accounts**

- Prepare cash book, bank book, general & subsidiary ledger, project wise receipt & payment A/C, income & expenditure A/C, balance sheet and bank reconciliation. Manage CPF & Welfare fund.
- Fund sourcing, correspondence with lenders. Plan, monitor and control the treasury and Bank reconciliation.
- Responsible for developing manual financial activities recording systems and took it into an ERP software.

**Kallol Group**, Head Office, Dhaka, Bangladesh [May 06, 2006 to January 24, 2007]

*[Kallol Group is one of the largest manufacturer and distribution company with nationwide its own distribution channel].*

**Position: Officer – Accounts & Finance**

- Responsible for initiating inventory management through reporting related to production, wastage & capacity utilization, material consumption & stock position and periodic physical inventory.
- Putting daily data entry in computerized accounting system and convert into an MIS report.
- Responsible for initiating standard and non-standard materials budget, budget review and control. Set standard BOM & revise those as/when needed.

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**Education and Professional Qualifications:**

- **ACMA** from the Institute of **Cost and Management Accountants of Bangladesh (ICMAB)**.
- **Masters** in Accounting from Jagannath University.

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**Training & Workshop:**

- VAT and Tax management organized by ICMAB.
- Internal Control Mechanism And Bank Supervision organized by BIBM.
- Financing Modalities & Recovery Strategies organized by INTIMATE.
- Corporate Governance in Banks organized by BBTA of Bangladesh Bank.
- Credit Appraisal and Management organized by BIBM.
- Mobile & E-Banking organized by BBTA of Bangladesh Bank.
- Lease Financing organized by BBTA of Bangladesh Bank.
- Core Risk Management organized by BLFCA.

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**Personal Details:**

- Father's Name : Late Faiz Ahammed
- Mother's Name : Rahima Khatun
- Date of Birth : June 27, 1981
- Gender : Male
- Marital status : Married
- Nationality : Bangladeshi
- Religion : Islam
- Present address : 26/13, Tajmahal Road, Mohammadpur, Dhaka.
- Permanent address : 71/2, Village # Nurpur; Post. # Alamnagor; Thana: Kotwali; District # Rangpur.

Best Regards,



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**Md. Raisul Islam, ACMA**