

MD. RASHEDUL ISLAM

Present & Mailing Address:

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Career Objective

To develop a professional career through dedicatedly working in the highly competitive environment of a prestigious and leading organization, where I shall get the opportunity to handle challenges and demonstrate my commitment with the aim of professional advancement and success in the business arena of Bangladesh.

Latest Affiliation

<p>Works as an "Senior Executive" at EDISON industries Ltd. (A Concern of Edison Group), A local company having its Head office at Rangs Babylonia 246, Bir Uttam Mir Shawkat Road, Tejgaon I/A, Dhaka-1208.</p> <p>Duration: January 01, 2018 to till now</p> <p>Department: Accounts</p> <p>Industry: Manufacturing (Telecommunications)</p>	<p>Duties/Responsibilities</p> <ul style="list-style-type: none">• To prepare a statement of profit or loss and other comprehensive income for monthly, quarterly and yearly and overhead analysis report• To maintain model wise standard costing• To collect and to book the provision related data from the responsible departments and ensure proper adjustment as necessary• To assist in closing monthly General Ledgers• To determine direct labor and factory overhead cost and to distribute them model wise• To be responsible for monthly closing of all inventory related processes from spare parts to production level.• To control over direct expenses (Wastage materials, Durable consumable tools, Jig, Faulty Stock & Left over expense)• To play a key role in determining new product cost by assisting with supply chain management, operation and R&D departments.• To be responsible for overall inventory reviews, analysis, monitoring and physical inventory counting processes• To continue an analysis and review of all manufacturing variances including material, scrap, purchase price variances, direct labor, variable overhead, fixed overhead, etc.• To identify and implement opportunities for cost minimization and process developments• To assist in warehouse operations with Production Material Control Software systems support• To analyze actual manufacturing costs and to prepare periodic reports comparing standard costs to actual production costs• Any other job relating to finance and accounts as assigned by the management
<p>Works as an "Executive" at SB Tel Enterprises Ltd. (A Concern of Edison Group)</p> <p>Duration: July 13, 2016 to December 31, 2017</p> <p>Department: Accounts</p> <p>Industry: Telecommunications</p>	<p>Duties/Responsibilities</p> <ul style="list-style-type: none">• Prepare a statement of profit or loss and other comprehensive income for monthly, quarterly and yearly and overhead analysis report.• Prepare provision vs. warranty consumption report.• Prepare CS managements accounts based on spare parts revenue, overhead, spare parts consumption and LSO information.• Collect provision from responsible department and booking and adjustment.• Monitor to prepare fixed asset schedule and updated regularly fixed asset register-addition, disposal, tagging and movement regularly in STM software.• Prepare and posting all operator sales revenue in tally systems• Transfer Stock from Center warehouse to Operator warehouse through tally system• Prepare sales incentive based on ERMS, ERSB & EDLS data• Stock transfer from center warehouse for DAP, DOA, Admin log, gift entry in tally system• Inter-company reconciliation time to time• Any other job relating to finance and accounts as assigned by manager/management.

Professional Qualification

<u>Professional Qualification:</u>	<ul style="list-style-type: none"> Passed 6 out of 7 papers of Professional Stage - Knowledge Level under The Institute of Chartered Accountants of Bangladesh (ICAB).
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Professional Training

Course Complete	<ul style="list-style-type: none"> Pursuing Chartered Accountancy Course of ICAB bearing registration no. 22778/13 from ZOHA ZAMAN KABIR RASHID & Co. One of the leading "A category Audit Firm" of the country also affiliated with "MacIntyre Strater International (MSI)" London, U.K. one of the practicing professional body around the world.
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<p>Works as an "Consultant" at Hyosung Corporation, Bangladesh Office, A multinational company Having its Local office at Flat-3B, House-52, Road-02, Banani DOHS, Dhaka-1206</p> <p>Duration: January, 2016 to June, 2016 (6 Months)</p> <p>Department: Accounts & Finance</p> <p>Industry: Industrial Conglomerate</p>	<p>Duties/Responsibilities</p> <ul style="list-style-type: none"> Preparing monthly, quarterly and yearly accounts of the organization Preparing bank reconciliation statements Monthly Accounts reporting to corporate offices, quarterly return to Boards of Investment Compliance of Tax and VAT law in related all the organization transactions Preparing quarterly tax return U/S 75A and submit those to NBR Creating, actualizing, and enhancing procedures for the estimation and accumulation of Tax and VAT Communicating with clients to explain Tax and VAT issues
<p>Works as a "Consultant" at Gerry Weber Far East Ltd., Liaison Office. A multinational company Having its local office at House # 424 (5th Floor), Road # 07, DOHS, Baridhara, Dhaka – 1213</p> <p>Duration: January, 2015 December, 2015 (1 Year)</p> <p>Department : Accounts</p> <p>Industry: Garments (Liasion Office)</p>	<p>Duties/Responsibilities</p> <ul style="list-style-type: none"> Budget preparation and remittance received a distribution to specific areas Processing of payment Recording transactions & Documentation Preparing monthly, quarterly and yearly accounts of the organization Preparing bank reconciliation statements Monthly Accounts reporting to corporate offices, quarterly return to Boards of Investment Compliance of Tax and VAT law in related all the organization transactions Preparing quarterly tax return U/S 75A and submit those to NBR Creating, actualizing, and enhancing procedures for the estimation and accumulation of Tax and VAT Communicating with clients to explain Tax and VAT issues
<p>Works as a "Consultant" at GE Healthcare Bangladesh Ltd. A multinational company Having its Local office at Level # 08, OS# 804, Shanta Western Tower, Tejgaon I/A, Dhaka-1208</p> <p>Duration : June, 2013 to December, 2014 (1 Year 7 Months)</p> <p>Department : Accounts & Finance</p> <p>Industry: Medical Equipment</p>	<p>Duties/Responsibilities</p> <ul style="list-style-type: none"> Processing of payment Recording transactions & Documentation Compliance of Tax and VAT law in related all the organization transactions Preparing quarterly tax return U/S 75A and submit those to NBR Preparing the monthly VAT return under Mushok-19 Creating, actualizing, and enhancing procedures for the estimation and accumulation of Tax and VAT Communicating with clients to explain Tax and VAT issues

Academic Qualification

Degree	Institution	CGPA	Year
Bachelor of Business Administration (Accounting & Finance)	American International University-Bangladesh (AIUB) (out of 4 scales)	3.88	2012
Higher Secondary School Certificate (Bus Stu)	Naogaon Govt College(out of 4 scales)	3.70	2008
Secondary School Certificate (Bus Stu)	Jahangirpur Model High School(out of 4 scales)	3.88	2006

Computer Literacy

- Have workable experience in Tally ERP 9.
- Have workable experience in Fixed Asset Management Software (STM), EDLS, ERSB, and ERMS.
- Have workable Knowledge in Microsoft Office-2015.
- OS (Windows 2010)

Language Proficiency

- English – Well versed in written and spoken.
- Bengali – Mother tongue.

Extra-curricular Activities

Games & Sports	• Participated in Interschool and inter-college Cricket & Football Tournaments.
Voluntary Work	• Participated in the "Business Talent Hunt" from the AIUB Business Club.

Biographic Information

Date of Birth : 15th October, 1991
National ID Card No : 19916415028000141
Religion : Islam
Blood group : B+

References

Md. Iqbal Hossain, FCA

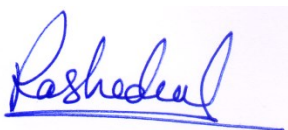
Partner
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Security Clearance and Declaration

Never committed any crime & has no criminal records in any Police Station or in any civil record in Bangladesh. I, the undersigned hereby declare that all the information provided above truly and fairly describes myself.



Md. Rashedul Islam