

Curriculum Vitae
of
ASHIT KUMAR PUROHIT
(Mobile phone # 01711-576502)

CAREER OBJECTIVE:

Being an educated person from Accountancy by origin, my object is to develop my career in Cost, Account, Bank, and Audit department. As these are the key department of any business organisation by building good organogram, recruiting adequate employee, preparing effective policies and by making effective plan I can gear up any business organisation to carry on its business smoothly and effectively.

CAREER SUMMARY:

I have developed and practiced my career with large private business organisations with major exposure in Account, Bank and Audit department, I have demonstrated my ability in designing new Account, Bank and Audit Department, framing policies, assessing need, recruitment, training of employees as development initiative and taking corrective measures in consultation with the Company Management.

WORKING EXPERIENCE WITH:

Spinning Mill(Rotor and Spindle),Textile Mill(Woven), Garments industry and Composite Knit Industry, Eletronic Appliances and Pharmaceuticals.

ACADEMIC BACKGROUND:

DEGREE	NAME OF THE INSTITUTION	BOARD/UNIVERSITY	DIVISION/CLASS
S. S. C.	SAINT PLACID'S BOY'S HIGH SCHOOL	COMILLA BOARD	SECOND DIVISION
H. S. C.	GOVT. COLLOGE OF COMMERCE	COMILLA BOARD	SECOND DIVISION
B. COM (HONS.) IN ACCOUNTING	UNIVERSITY OF CHITTAGONG	UNIVERSITY OF CHITTAGONG	SECOND CLASS
M. COM. IN ACCOUNTING	UNIVERSITY OF CHITTGONG	UNIVERSIT OF CHITTAGONG	SECOND CLASS

PROFESSIONAL QUALIFICATION:

I have qualified Intermediate level of **I. C. M. A.(Institute of Cost and Management Accountant) in Bangladesh(completed 1500 marks).**

I am also a fellow member of **Association of Accounting Technicians of Bangladesh(FMAAT).**

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KEY EXPERIENCES:

1. **Accounting System of Business Organisation**
2. **Sanctioning Working Capital(PC, OD, CC etc.) and Project Loan of the Business Organisation.**
3. **Development of Costing System.**
4. **Internal Audit System of Business Organisation.**

EMPLOYMENT HISTORY AND EXPERIENCES GATHERED:

Total Job Experiences: 30 Years.

(Descending order)

(A)At present I am working as Head of Finance and Accounts in AL- MOSTAFA GROUP from 01.01.2018 to present.I have to perform following major responsibilities:

1. To keep update all bank liabilities for taking decision with the management.
2. To generate fund from the total target and sales of the company and disburse it according to the decision of the management.
3. To check and confirm all the account and commercial documents of the company.
4. To confirm fortnightly, monthly, half yearly and annual financial statement of the group.
5. To operate all the bank operation of the company.
6. To prepare the annual budget of the company.
7. To take decision about the new project.
8. To analyze the variance between the actual and budgeted amount of the company.
9. To take necessary step for the costing of the different products of the company.
10. To take necessary step about the tax with collaboration with the tax advisor as and when required.

After all I am responsible for overall financial activities and decision of the group so that I have to go on various actions depending on the betterment and necessity of the company.

(B) I have worked as Chief Financial Officer(CFO) in SAMADSONS GROUP (Magnum Marketing Ltd., Magnum Electronics Appliances Ltd. & others)from 01.01.2015 to 31.12.2017. I have performed the following major responsibility:

- 01.Confirming the daily fund requisition and arrange to send it accordingly.
- 02.To establish the budgetary control of the company.
- 03.To find out the production wastage time by the co-operation of the factory management of MEAL.
04. To follow up the workers' movement as and when required.

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- 05.To follow up the cost according to the developed costing system.
- 06.Confirmation of quarterly financial statement and monthly fund flow statement.
- 07 Controlling the delivery of the finished goods through L/C. Delivery Order and Delivery Challan.
- 09.Take necessary steps against the parties L/C amount realisation according to the maturity date.
- 10.Control overall inventory of the factory through software and physical.
- 11.Arrangement of fund through bank for payment of working capital.
- 12.Dealing with the tax matter of the company by the co-operation of the tax advisor.

After the above, I have to take various step of additional duty as and when required by the management.

(B) I have worked as **Deputy General Manager (Accounts & Finance)** in **KARIM GROUP** from 19.06.2004 to 31.12.2014. I was responsible for the whole accounts and finance activity of **Al Haj Karim Textiles Ltd.** (100% Export Oriented Cotton Spinning industry) as a senior responsible person of the company, I have performed the following major responsibility:

- 01.Confirming the daily factory fund requisition and arrange to send it accordingly.
- 02.To establish the budgetary control of the company.
- 03.To find out the production wastage time by the co-operation of the factory management.
- 04. To follow up the workers' movement as and when required.
- 05.To follow up the cost according to the developed costing system.
- 06.Confirmation of quarterly financial statement and monthly fund flow statement.
- 07 Controlling the delivery of the finished goods through L/C. Delivery Order and Delivery Challan.
- 08.Controlling the secondary item sales(waste cotton, scrap etc.) of the factory.
- 09.Take necessary steps against the parties L/C amount realisation according to the maturity date.
- 10.Control overall inventory of the factory through software and physical.
- 11.Arrangement of fund through bank for payment of working capital and project loan installment.
- 12.Dealing with the tax matter of the company by the co-operation of the tax advisor.

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After the above, I have to take various step of additional duty as and when required by the management.

(C) I worked as **Assistant General Manager-Accounts & Finance**(From Assistant Manager to Assistant General Manager) in **Dandy Dyeing Ltd.**(Export oriented Spinning, Weaving and Printing Industry) from 11.04.2000 to 30.05.2004 and responsible for the following:

1. Preparation of daily Cash Flow Statement.
2. Checking all the vouchers regularly.
3. Preparation of half-yearly and annual Financial Statement of the company.
4. Systemisation the cost of various design.
5. Rescheduling the Working Capital Loan and Project Loan Instalment.
6. Sanctioning the Working Capital Loan and Project Loan.
7. Deal with company's overall tax matter.
8. Keeping upto date banking transaction of the company.
9. Keeping upto date all the showrooms account.
10. Maintaining budgetary control of the company.
11. To go through the surprise audit of factory and all showrooms in the
12. country.
13. Arranging the periodic physical inventory and periodic audit in the factory.

After I am all in all of the company's various decision making information.

(D) I worked as an **Senior Executive(Accounts & Finance)** in **Banalata Group**(A Large Group of Garments & Sweater Industries and Buying House) from 16.02.97 to 10.04.2000 and responsible for the following:

1. Preparation of daily Cash Flow Statement.
2. Checking all vouchers regularly.
3. Preparation of half yearly and annually Financial Statement of the five units(Banalata Garments Ltd., Banalata Apparels Ltd., Banabeathe Fashionwear Ltd., Pretty Dressers Ltd. Pretty Apparels Ltd and Ark Fashion[Buying House])
4. **Sanction of Working Capital Loan(PC, CC, OD) from bank.**
5. Maintain of back to back L/C Register.
6. Maintain of Export Register.
7. **Sanction of Project Loan for the Knit Dyeing Project(Banabeathee Fashionwear Ltd.-02)**
- 8 Submission various information to tax advisor for the tax purpose of the company.
9. **Establishment Cost Audit and report to the management.**

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10.To submit complete cost of various ordered quantity after complete transaction.

(E)I worked as an **Accounts Officer** in **Arbee Textiles Ltd.**(A Large composite Textile Mills dealing with computerized Spinning and Weaving sector) from 01.04.90 to 15.02.97 and responsible for the following:

- 1.To check the factory petty cash and factory construction cash.
- 2.To prepare financial statement quarterly, half yearly and annually.
- 3.To keep upto date all the parties account.

To keep upto date Import Register, Export Register, Lim Register and Packing Credit Register.

OTHER SKILLS:

1. **Computer Skill(Operational Skill):**
Versatile user of MS Office Package 98/2000, LAN, WAN, Internet, e-mail and Accounting Software like ACCORD, ACC+ and TROYEE.
2. **Language Skill:**
Mother Tongue: Bangla.
Other Languages:
English: Read – Excellent: Write – Excellent: Speak : Excellent

PROFSSIONAL REFEREES:

1. **MD. JASHIM UDDIN BHUIYAN**
Additional DMD, EXIM BANK,
Rajuk Avenue Branch.
2. **Mr. Amit Bhattacharjee,**
Operative Director
NAVANA AUTOMOBILES LTD.

PERSONAL BACKGROUND:

1. **FATHER’S NAME** : LATE DULAL CHANDRA PUROHIT
2. **MAILING ADDRESS** : Mr. Goutam Bhattacharjee
4/6, West Rajarbag, Bashabo(2nd floor),
Dhaka-1214.

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4. PERMANENT ADDRESS : Vill: Checuria, P. O. K.B.Bazar,
P. S. Banskali, Dist:Chittagong.

5. DATE OF BIRTH : 15th May, 1963.

6. NATIONALITY : Bangladeshi By Birth.

7. RELIGION : Hindu

8. MARITAL STATUS : Married(Number of Kids:02)

(ASHIT KUMAR PUROHIT)

