

**MD. OMAR FARUQ**  
M.BA (Finance), CMA (Part)

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**OBJECTIVE:**

I am an energetic person seeking an opportunity for learning and taking challenges, understanding the value and importance of work and responsibility where I can maximize my knowledge and competence for the benefit of the organization.

**PROFESSIONAL QUALIFICATION:**

Partly Qualified of CMA. (1100 Marks Completed Out of 2000 Marks)

**CAREER SUMMARY:**

Name of Organization	Designation	Duration	Core Responsibility
AR Jeans Producer Ltd.	Manager-Finance & Accounts	(May 2017 to till 2.5 years	MIS, Fund Management, Cash Management, Loan Management, Banking, Budgeting& Forecasting, Variance Analysis Vendor Settlement. Project Costing.
Quazi Abedin Tex Ltd. (Group Q.A)	Asst. Manager-Finance & Accounts	(Feb-2015 to April-2017) 2.3 years	MIS, Checking Bill, Cash Management, Loan Management, Payroll Checking & Disbursement, Budgeting, Inventory, VAT Return Submission. Export Realization.
Quazi Enterprises Ltd. (Group Q.A)	Sr. Executive-Finance & Accounts	(March-2011 to Jan-2015) 3.11 years	A/P, A/R, Sales Report, Prepared Voucher & posting in Tally. Bank Reconciliation.

**KEY EXPERIENCE:**

- Preparation and analysis of financial statements
- Review of financial budget and reason for its variance
- Product Costing, Budgeting& Forecasting, Variance Analysis
- Feasibility study for a new proposal.
- Good working knowledge on computer software **Tally ERP.09**
- Knowledge on IFRS, IAS, VAT & TAX.

## **EMPLOYMENT HISTORY:**

### **1. Manager-Finance & Accounts (May 2, 2017 – till)**

AR Jeans Producer Ltd. **Nature of Business:** 100% export-oriented garments factory  
Company Location: Kathgora, Zirabo, Ashulia, Savar, Dhaka

#### **Duties/Responsibilities:**

- Follow up liquidity and bank position on Daily basis.
- Prepare, analysis, and interpret monthly and financial results, forecasts and reporting.
- Develop and prepare monthly and annual cash flows and budgets.
- To Structure the Chart of accounts, record and monitor daily and monthly transactions.
- Analyze the monthly transactions and summarize the financial status of the information on a monthly basis.
- Analyzing actual results to budgets and forecasts.
- Assisting in projecting future financial needs, taking into considerations the various projects undertaken by the organizations and also help the higher officials in management of financial resources.
- Ensure the adherence with the Companies financial management policies and procedures.
- Prepared various report as per bank requirement & maintain communication with bank.
- Ensuring timely loan & LC payment in Bank.
- Import & Export recording, monitoring & controlling.
- Completion of statutory audits as per financial calendar and ensure necessary reporting with statutory bodies.
- To follow & update project cost, further cost, vendor payment status, bank loan status & maintain communication with all project vendor.

### **2. Asst. Manager-Finance & Accounts (February 15, 2015 - April 30, 2017)**

Quazi Abedin Tex Ltd. **Nature of Business:** 100% export-oriented garments factory  
Company Location: Shuvapur, Rajfulbari, Savar, Dhaka

#### **Duties/Responsibilities:**

- Preparation of monthly & yearly operating budget.
- Checking Export LC reconciliation and Review Monthly Bills Receivable position.
- Follow-up Back to Back LC Payment as per Acceptance liability schedule.
- Prepare & generate statement of Imported Capital Machinery/Materials/Spare Parts through LC on daily & monthly basis.
- Maintain & Review of fund position on daily basis.
- Preparation of Monthly cash Budget for planning of alternative sources of Finance if there is a shortfall.
- Maintain & Monitor Long term loan Installment schedule on Monthly basis.
- Any other task as per required by management.

**ACADEMIC QUALIFICATION:**

<b>Name of Degree</b>	<b>Institute</b>	<b>Year</b>	<b>Result</b>
M.BA (Finance)	Daffodil International University, Dhaka	2018	3.50 (GPA 4 )
M.Sc. (Physics)	Govt. Bangla College, Dhaka	2006	2 <sup>nd</sup> Class
B.Sc. (Physics)	M.M College, Jessore	2005	2 <sup>nd</sup> Class
H.S.C (Science)	Cantonment College, Jessore	2000	2 <sup>nd</sup> Division
S.S.C (Science)	Jhikargacha M.L Pilot High School, Jessore	1998	1 <sup>st</sup> Division

**COMPUTER LITERACY:**

Having sound knowledge in Operating System of Microsoft Word, Spread Sheet analysis (MS Excel), Accounting Software **Tally ERP. 09** & Internet browser.

**REFERENCE:**

Md. Moklesur Rahman Akhtar FCMA	Md. Mijanur Rahman
Chief Financial Officer	GM- HR, Admin & Compliance
BSRM Steels Ltd.	Palmal Group
Ali Mansion 1206/1099, Sadarghat Road, Chattogram	Bangabandhu Road, Asulia, Savar, Dhaka
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**Md. Omar Faruq**