

# Ruhul Amin, LLB, MBA, ITP

Head, Operations

**3P Consulting Limited**

Email: ruhul@3pcltd.com

Mobile: +8801912317982

More than 10+ years of experience in different private organization. Have sound knowledge in and experience in different business roles although major focus in Accounts, TAX, Law & Project Management. Working as a Tax Consultant & Company Law adviser besides my other activities.

I am a Learned Member of Dhaka Taxes Bar Association. I achieved MBA from Green University of Bangladesh major in Finance, LLB from National University & ITP certified from National Board of Revenue.



## Career Summary

- Lead to Prepare Financial Reporting
- Final settlement of TAX, VAT & other Custom Duty
- Manage the accounting, human resources, investor relations, legal, tax, and treasury departments
- Budget Planning & Control and verification with actual cost on project
- Monitor all open legal issues involving the company
- Lead to develop number of flagship software applications and products
- Seasoned professional, with outstanding project planning, execution, monitoring with ability to support multiple simultaneous projects
- Excels at communicating with stakeholders to provide accurate reporting and information regarding the ongoing Projects, Risks & Initiatives
- Worked in Multiple Project Implementation like SAP Capability Enhancement to secure the mission critical Business Applications for organizations like Robi Axiata Ltd, Export Promotion Bureau, NEMEMW, Ansar & VDP



Learning is a continuous process that never end. I am an endless learner & wants to work & share my experience with my near & dear.



## Personal Info

**Date & Place of Birth:** 10 Jan

1984, Bogra, Bangladesh

**Nationality:** Bangladeshi

**Residence:** Bangladesh

**Marital Status:** Married

**Address:** 351/1, Middle Pererbug, Mirpur, Dhaka-1216, Bangladesh

**Phone:** +8801912317982

**Email:** ruhul@3pcltd.com

**Languages:** Fluent in English and Bengali (Native)

**Top 5 Natural Strengths:**

Learner, Input, Activator, Achiever, Competition



## Social Media

**LinkedIn:**

<https://www.linkedin.com/in/ruhul-amin-llb/mba-a33098b9/>

HQ, Survey of Bangladesh, BSMMU, Bangladesh Bridge Authority (BBA), Border Guard Bangladesh (BGB) etc.

- Ability to quickly familiarize with new challenges, environments and learning.



## Education

- **ITP** (2017); National Board of Revenue; Bangladesh
- **LLB** (2013-2015); National University; Bangladesh
- **MBA** (Finance) (2009-10); Green University, Bangladesh
- **Bachelor of Business Studies** (2008); National University, Bangladesh
- **Higher Secondary School Certificate** (2001); Tejgoan College, Dhaka Board, Bangladesh
- **Secondary School Certificate** (1999); Govt. Science College, Dhaka Board, Bangladesh



## Certifications

- Income Tax Practitioner (**ITP**) Certification from National Board of Revenue, Bangladesh; (2017)



## Affiliations

- Learned Member of Dhaka Taxes Bar Association
- Member, Standing Committee Local Market, Bangladesh Association for Software and Information Services (BASIS)



## Skills

- Project Management (PMP)
- Income Tax
- VAT
- ERP Software
- Account Management
- Financial Reporting
- Training



## Work Experience

<b>Company Name</b>	<i>3P Consulting Limited (www.3pcltd.com)</i>
<b>Timeline</b>	May 2018 – till date
<b>Designation</b>	Head, Operations
<b>Business Area</b>	Training & Accounts
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>▪ Draw an overall or individualized training and development plan that addresses needs and expectations</li> <li>▪ Effectively manage the training budget, TAX, VAT related any issues.</li> <li>▪ Conduct effective induction and orientation sessions</li> <li>▪ Provide opportunities for ongoing development</li> <li>▪ Resolve any specific problems and tailor training programs as necessary</li> <li>▪ Evaluate organizational performance to ensure that training is meeting business needs and improving performance.</li> <li>▪ Effectively communicate with team members, trainers and management.</li> <li>▪ Select and manage resources, including working with both internal employees and training vendors to develop and deliver training.</li> <li>▪ Manage the technologies and technical personnel required to develop, manage and deliver training.</li> </ul>
<b>Worked for Major Customers/Organizations during the Tenure</b>	<ul style="list-style-type: none"> <li>▪ Roads &amp; Highways Department of Bangladesh</li> <li>▪ Planning Ministry of Bangladesh</li> <li>▪ Max Group</li> <li>▪ Beximco Pharmaceuticals Ltd.</li> <li>▪ Bkash Limited</li> <li>▪ Bangladesh Computer Council</li> <li>▪ Teletalk</li> <li>▪ Banglalink</li> <li>▪ Huawei</li> <li>▪ United Finance etc.</li> </ul>

<b>Company Name</b>	<i>DaySpring Limited (dayspring.com.bd)</i>
<b>Timeline</b>	Nov 2014 – April 2018
<b>Designation</b>	Manager, Finance & Initiatives
<b>Business Area</b>	Accounts & Finance
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>▪ Lead to Prepare Financial Reporting</li> <li>▪ Preparation and ensuring monthly closing is on time</li> <li>▪ Final settlement of TAX, VAT &amp; other Custom Duty</li> <li>▪ Budget Planning &amp; Control and verification with actual cost on project</li> <li>▪ Lead to manage audit schedule &amp; liaising with external auditors.</li> <li>▪ Lead to develop number of flagship software applications and products</li> <li>▪ Seasoned professional, with outstanding project planning, execution, monitoring and resource balancing skills with ability to support multiple simultaneous projects</li> <li>▪ Excels at communicating with stakeholders to provide accurate reporting and information regarding the ongoing Projects, Risks &amp; Initiatives</li> <li>▪ Other ad-hoc duties/projects assigned.</li> </ul>

<b>Company Name</b>	<i>DaySpring Limited (dayspring.com.bd)</i>
<b>Timeline</b>	October 2016 – April 2018
<b>Designation</b>	Project Manager
<b>Business Area</b>	Software Development & Implementation Services
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>▪ Requirement gather &amp; Analysis &amp; Design</li> <li>▪ Strategy setting and portfolio management</li> <li>▪ Program and project management</li> <li>▪ Leading and guiding financing management and ensuring operational excellence</li> </ul>
<b>Worked for Major Customers/Organizations during the Tenure</b>	<ul style="list-style-type: none"> <li>▪ Planning Ministry of Bangladesh</li> <li>▪ National Electro-Medical Equipment Maintenance Workshop and Training Center (NEMEMW)</li> <li>▪ GUK</li> </ul>
<b>Major Project or Initiatives Managed</b>	<ul style="list-style-type: none"> <li>▪ PMP exam Preparation Course to 90 BCS Cadre of Planning Ministry of Bangladesh.</li> <li>▪ ERP for NEMEMW Bangladesh</li> <li>▪ Redesign of Existing Website of NEMEMW &amp; TC</li> <li>▪ Access Control System of NEMEMW &amp; TC</li> <li>▪ HR, Accounts &amp; Payroll System for GUK</li> </ul>

<b>Company Name</b>	<i>DaySpring Limited (dayspring.com.bd)</i>
<b>Timeline</b>	Nov 2014 – Dec 2017
<b>Designation</b>	Project Coordinator
<b>Business Area</b>	Software Development & Implementation Services
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>▪ Requirement gather &amp; Analysis</li> <li>▪ Strategy setting and portfolio management</li> <li>▪ Program and project Coordinate</li> </ul>
<b>Worked for Major Customers/Organizations during the Tenure</b>	<ul style="list-style-type: none"> <li>▪ Robi Axiata Limited</li> <li>▪ Export Promotion Bureau of Bangladesh</li> <li>▪ Survey of Bangladesh</li> <li>▪ Bangladesh Bridge Authority</li> <li>▪ Bangabandhu Sheikh Mujib Medical University</li> <li>▪ Bangladesh Border Guard</li> <li>▪ Bangladesh Ansar &amp; VDP HQ</li> </ul>
<b>Major Project or Initiatives Managed</b>	<ul style="list-style-type: none"> <li>▪ Document Management System for Border Guard of Bangladesh.</li> <li>▪ CDR Analysis Tool for Border Guard Bangladesh (BGB) Mobile Apps Project for BGB</li> <li>▪ Map Production Management System for Survey of Bangladesh</li> <li>▪ SAP Capability Enhancement Project</li> <li>▪ Land Management System, HRMS, Grievance Management System (GRS) and BBA Website for Bangladesh Bridge Authority.</li> <li>▪ Medical Records Management System for Oral and Maxillofacial Department of BSMMU</li> <li>▪ Human Resources Management System for AVDP HQs</li> <li>▪ Ansar Management Information System (AMIS) for Bangladesh Ansar &amp; VDP</li> <li>▪ Online Learning Management System (<a href="http://www.lmsdayspring.com">www.lmsdayspring.com</a>)</li> <li>▪ SAP Change Request Implementation in Robi Axiata Ltd.</li> <li>▪ Doctor Apps – Pulse</li> </ul>
<b>Experience as “Project Coordinator &amp; Training Manager” at DaySpring</b>	<ul style="list-style-type: none"> <li>▪ Worked more than 1000+hours of Project Management</li> <li>▪ Coordinate as a Training Manager &amp; Project Coordinator in different training in Public &amp; Privet sector on behalf of DaySpring Limited like Planning Ministry of Bangladesh (MOP), RHDTC, PWD, Robi Axiata Ltd, bITS, BDjobs Training, United Finance, Huawei, RAK Ceramics, Prime Bank, Dutch Bangla Bank, Premier Cement.</li> </ul>

<b>Company Name</b>	<i>Sandhani Life Insurance Company Ltd.</i>
<b>Timeline</b>	July 2012 – October 2014
<b>Designation</b>	Assistant Manager
<b>Business Area</b>	Accounts
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Budget Variance Analysis</li> <li>• Audit Report &amp; Bank Reconciliation</li> </ul>

<b>Company Name</b>	<i>Mona Financial Consultancy &amp; Securities Ltd.</i>
<b>Timeline</b>	May 2011 – June 2012
<b>Designation</b>	Compliance Officer
<b>Business Area</b>	HR & Admin
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Monitoring Price &amp; Volume movements</li> <li>• Managing default Risk by taking necessary actions timely</li> <li>• Detect artificial transaction &amp; control</li> <li>• Detect abnormal position of client &amp; control</li> <li>• Ensure compliance with the securities</li> </ul>

<b>Company Name</b>	<i>Mona Financial Consultancy &amp; Securities Ltd.</i>
<b>Timeline</b>	December 2010 – May 2011
<b>Designation</b>	Senior Accounts Officer
<b>Business Area</b>	Accounts
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Accounting of Financial product</li> <li>• Preparation &amp; ensuring monthly closing is on time</li> <li>• Assist in preparation of information required for Management Reporting.</li> <li>• Deposit Collection</li> <li>• Other ad-hoc duties/projects assigned</li> <li>• Report to Head Office</li> </ul>

<b>Company Name</b>	<i>BRAC Bank Ltd.</i>
<b>Timeline</b>	July 2008 – December 2009
<b>Designation</b>	Business Executive
<b>Business Area</b>	Sales & Distribution
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Contacting potential clients &amp; set up meetings</li> <li>• Maintaining fruitful relationship with existing customer</li> <li>• Contracting potential clients via email or phone to achieve target</li> <li>• Aiming to achieve monthly or Annual Target (FDR, Account Opening)</li> </ul>



## Training Record

Date	Course Attended	Facilitator
Aug-Sep 2016	PMP Exam Preparation Course (35 PDU)	DaySpring Limited
2016	SAP FI	BD Jobs Limited
2015	Business Communication & English	BASIS (SEIP Project of Bangladesh Bank)
2014	Financial Management	BD Jobs Limited
2014	Income TAX Management	BD Jobs Limited
2014	Tally & ERP 9 for Accounting Management	BD Jobs Limited

**Reference**

**Muhammed Farhan Uddin (FCA)**

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E-mail: ca\_farhan@yahoo.com

**Foyezur Rahman, RMP, PMP, PRINCE2**

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Dhaka-Bangladesh  
Cell: +88 01713364823  
E-mail: foyez@3pcltd.com

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO  
THE BEST OF MY KNOWLEDGE

**RUHUL AMIN / 12 September 2020**

Signature & Date