

MOSHIUL ALAM

Personal Details:

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LinkedIn: [\(14\) Moshiul Alam | LinkedIn](#)



Career Summary: 13+ Years of Experience

Professional Accountant with over 13 years of experience & a demonstrated history of **working in the Nitol Niloy Group, Premier Group & Shah Mohammad Sagir & Co. Ltd.** Strong understanding of Finance, Accounts & Supply Chain Management & enable to solve complex accounting issues. On a personal level, I am a quick & enthusiastic learner, detail-oriented, amiable, and self-motivated person who can work well both within a team & individually to achieve business goals.

Key Work Specialties':

Finance | Accounts | Supply Chain Management | Commercial activities | Financial Statement Preparation | Fixed Cost & Variable Cost Analysis | Prepare Annual Business Plan | Financial Statement Analysis | Reconciliation of Accounts & Balance Sheet | Accounts Receivable & Payable | Financial Planning, Analysis & Budgeting | Fund Management | Reconciliation of Bank | Taxation | VAT | Accounts Receivable | Accounts Payable | Cash Management | ERP (SAP & Tally) ||

Soft Skill's:

Team Player | Problem Solving | Leadership | Analytical Skills | Negotiation | Critical Thinking | Forecasting | Emotional Intelligent | Effective Communicator | Time Management | Client Relationship Management | Public Relation | Accuracy ||

Professional Qualifications':

The Institute of Cost and Management Accountants of Bangladesh (ICMAB) – 2018 to Till Now

Member. No. 2018200847

Progress: Business Level (4 Subjects Completed)

Academic Qualifications':

MBA (Major in Finance) – **CGPA 3.58 out of 4.00** from American International University, Bangladesh – 2013.

MBS (Major in Accounting) – **Achieved First Class** from National University, Bangladesh – 2009.

BBS (Major in Accounting) – **Achieved First Class** from National University, Bangladesh – 2008.

HSC (Business Studies) – **GPA 4.4 out of 5.00** from Dhaka Board – 2004.

SSC (Business Studies) – **GPA 4.13 out of 5.00** from Dhaka Board – 2002.

Work Experience's:

Manager – Finance & Accounts

October, 2021– Till Now

Assistant Manager – Finance & Accounts

January, 2014 – September, 2021

Nitol Niloy Group.

Duties/Responsibilities:

- To provide support to CFO on the day to day operation & activities of all financial and banking related information system.
- Prepare Monthly Financial Statement (BS,PL,CE,CF,FA,NOTES)
- Prepare ABP (Annual Business Plan).
- Prepare daily receipt and payment statement.
- Preparing Monthly Accounts and submit To CFO.
- Preparing all Commercial activities.
- Ensure proper recording for LATR opening, settlement and bank interest.
- Preparing cost sheet of various products or items.
- Preparing import investments budget.
- Preparing Monthly Fund Projection.
- Ensure data is entered into the Accounting Software.

- Ensure Bank Reconciliation.
- Monitoring and analyze department work to develop more efficient procedures.
- Ensuring that the cash book and petty cash are updated on daily basis.
- Ensuring preparation of daily banking activities.
- Preparing All Kinds Of Bill Vouchers with Maintain Proper Compliance.
- Deducted Source VAT, TAX & Deposit To Govt. A/C Monthly Basis.
- Any other job assign time to time by the management.

**Executive – Finance & Accounts
Premier Group.**

September, 2013 – January, 2014

Duties/Responsibilities:

- To Maintain Daily Cash book.
- Prepare Monthly Financial Statement (BS, PL, CE, CF, and FA).
- Processing all commercial invoices, bills, purchase orders, payment vouchers, payment receipts, credit/debit notes etc. through Tally.
- Entering all financial transaction data into Tally accurately.
- Keeping all financial transaction data up-to-date.
- Prepare daily receipt and payment statement.

**Officer – Accounts & Trade Execution
Shah Mohammad Sagir & Co.Ltd.**

January, 2010 – July, 2013

Technical Skills’:

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- Microsoft Office: **Word, Excel & PowerPoint.**
 - Accounting Software: **ERP (SAP & Tally), Trade Plus.**

Language Skills’:

English: Professional Working Proficiency.

Bangla: Native or Bilingual Proficiency.

Training & Certification:

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- “Income Tax, VAT & Customs” Organized by Institute of Cost and Management Accountants of Bangladesh.

References’:

S.M.Arifuzzaman

Associate Professor & Head,
School of Business,
Canadian University Of Bangladesh.
Phone:+880 1716423143
Email : arif@cub.edu.bd

Mohammad Omar Faruk, FCA

Chief Financial Officer (CFO),
Nitol Niloy Group.
Phone: +880 1968810476
Email: omarfarukdedar@gmail.com

I, hereby declare to the best of my knowledge and belief that this CV correctly describes my qualifications, my experience and myself. I realize that any willful misstatement may result me in disqualifications or dismissal, if engaged.

Thanking You,
MOSHIUL ALAM