



Md. Wahid Siddiq

CA CC - ACNABIN Chartered Accountants

CAREER OBJECTIVE

To obtain a challenging and responsible position in an organization where the working atmosphere is healthy and cooperative, I can apply my work experience and academic knowledge to the practical field to become an expert in the relevant field.

CONTACT

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SOFTWARE SKILLS

- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Project
- SAP
- Adobe Photoshop
- Adobe Lightroom

WORK EXPERIENCE

• British American Tobacco (BAT) Bangladesh (Dec 2023 – Now)

Compliance Officer

- Dec 23 - Now Compliance Service Provider as a contractual employee of BAT Bangladesh. My major responsibilities have been mentioned below:
- Conduct several monthly audits to assess staff compliance with company processes & regulations.
 - Review the assessments by functions for Risk Register & Control Navigator to improve Risk Assessment & Control Navigator to resolve regulatory issues.
 - Review GL reconciliations & update templates for creating a certain procedure to follow & avoid any kind of anomalies.
 - Functional SPOCs for upgrading DoA, forming release strategy & mapping approver the system.
 - Assist in upgrading policies & guidelines of several functions.
 - Investigate functions with analysis & systems knowledge, providing target advice & process updates to avoid subsequent issues.
 - Act as the point of contact between End-Market & Above Market handling SOx User Attestation, Contingent Worker Management & pertaining important information.
 - Regulatory advice & guidance to the Procurement department based on complaints assisting with Low-Value Sourcing.

• ACNABIN Chartered Accountants (Dec 2019 – Dec 2023)

Senior Audit Associate

- Apr 22 - Dec 23 Compliance Service Provider at British American Tobacco Bangladesh (BATB) as a supervisor of ACNABIN Chartered Accountants.
- Jan 22 - Apr 22 Completed Annual Audit of Prime Bank Limited for the year ended 2021.
- Aug 21 - Dec 21 Completed Annual Audit of ONE Bank Limited for the year ended 2021.
- Dec 20 - Aug 21 Completed Company Annual Audit of Power Grid Company of Bangladesh (PGCB) Limited for the year ended June 2021.
- Given 3000+ Certificates based on "Cash incentives" in different sectors within the specific timelines.
 - Visited 25+ factories (RMG, Jute, Fish, Leather, Ceramics, Plastic & Agro) for the feasibility verification of Alternative Cash Assistance eligibility testing.

Trainee & Intern

- Dec 19 - Dec 20 Verification of Alternative Cash Assistance Files of RMG, Jute, Fish, Leather, Ceramics, Plastic & Agro Sectors for Cash Incentives.

EDUCATION

• Chartered Accountant - Articled Student (Dec 2020 - Now)

Institute : The Institute of Chartered Accountants of Bangladesh (ICAB)
Level : Certificate Level
Pass : 3 / 7 Subjects

• Bachelor of Business Administration (2016 - 2020)

University : American International University - Bangladesh (AIUB)
Major : Accounting & Finance
CGPA : 3.38 / 4.00

• Higher Secondary Certificate (2016)

College : Comilla Govt. College
Board : Comilla
Group : Science
GPA : 3.08 / 5.00

• Secondary School Certificate (2014)

School : Comilla Modern High School
Board : Comilla
Group : Science
GPA : 5.00 / 5.00

LANGUAGES

- Bangla
- English

INTERESTS

- Data Analysis
- Public Speaking
- Traveling
- Photography
- Search Engine Optimization

PERSONAL STRENGTHS

- Leadership
- Self-Motivated
- Communicating
- Open-Minded
- Strong Work Ethic
- Decision Making

WORKSHOPS & COMPETITIONS

- Business Intelligence & Data Science by Ghoori Learning (May 2023)
- The Finalists - The AIUB Business Club Case Strom (Dec 2019)
- Advanced Interpretations and Practical Applications of IAS & IFRS - Two months training course organized by UIU (Apr 2019)
- BYLC - Art and Practice of Leadership (APL-22)
- BYLC - Office of Professional Development (OPD)
- The Excelist 2018 by Hero - Organized by UIU Finance Forum - Advance in Excel (Nov 2018)

PERSONAL DETAILS

- Date of Birth : 16 December 1998
- Father's Name : Late, Md. Abu Bakar Siddiq
- Mother's Name : Mst. Tahura Siddiqa
- Permanent Address : 119/ Monoharpur, Cumilla
- Marital Status : Married
- Nationality : Bangladeshi
- Religion : Islam
- Blood Group : A+
- NID No : 6905094634

REFERENCE

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