

**Contact Address:**

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**Resume  
of  
Muhammad Moniruzzaman FCA**



## Professional Information

**Objective** To obtain Top-level position having an advancement opportunity in a well-established and reputed organization.

**Professional Qualification** **Fellow of Chartered Accountant (FCA)**  
Qualified as a Chartered Accountant on May-June 2012 under the Institute of Chartered Accountants of Bangladesh (ICAB) bearing enrolment no 1455.

**Working Experience** **More than 21 years.**

**Professional Details**

- Service status:

Name of the Employer	Designation	Period of service		Duration
		From	To	
<b>Reaz Garments Ltd.</b>	<b>Manager (F &amp; A)</b>	2002	2006	5 Years
<b>Opex and Sinha Textile Group</b> (100% Export oriented Garments & Textile Industries)	<b>GM</b> (Finance, Accounts & Commercial)	2007	2010	4 Years
<b>M &amp; J Group</b> (100% Export oriented Garments Industries)	<b>Head of</b> Costing, Budgeting & Internal Audit	2011	2014	4 years
<b>Krishibid Group</b> (Conglomerate Group of Companies)	<b>CFO</b>	2015	2018	4 Years
<b>AL-Muslim Group</b> (100% Export oriented Garments Industries)	<b>GM</b> (Accounts, Finance and Internal Audit)	Jan, 2019	Mar, 2021	2 Years
<b>Noman group</b> (100% Export oriented Garments & Textile Industries)	<b>GM</b> (A & F)	Jan, 2021	Aug, 2023	2 Years 7 Month
<b>S. R. Islam &amp; Co., Chartered Accountants</b>	<b>Partner</b>	Oct, 2023	On Going	

## ***Noman Group: GM***

### **Responsibility**

- To participate in the **strategic planning process**, to lead the budgeting and forecasting of the company's output and to build a strong financial discipline and accountability foundation for budgeting and forecasting.
- Supervise the preparation of the **operating and capital budgets**, obtain approval and thereafter monitor actual performance with the plan. Coordinate the development of a multi-year financial plan to consistently direct the resources to achieve long-term objectives
- Guide to prepare accurate and customize reports to management as and when required
- Establish a sound **system of costing, product pricing** and information management thereof taking into account the best and updated practices in the industries
- Organize, manage and integrate sound **financial policies and procedures** throughout the organization.
- Wastage **control of raw material, WIP & finished goods** stage.
- **Business process** like Finance & Accounts, Purchasing, Inventory, Manufacturing, HRM **converted into computerized automated system** from manual through ERP Software.

## ***AL-MUSLIM Group: GM, Finance, Accounts & Internal Audit***

### **Responsibility**

- To participate in the **strategic planning process**, to lead the budgeting and forecasting of the company's output and to build a strong financial discipline and accountability foundation for budgeting and forecasting.
- Supervise the preparation of the **operating and capital budgets**, obtain approval and thereafter monitor actual performance with the plan. Coordinate the development of a multi-year financial plan to consistently direct the resources to achieve long-term objectives
- Guide to prepare accurate and customize reports to management as and when required
- Establish a sound **system of costing, product pricing** and information management thereof taking into account the best and updated practices in the industries
- Organize, manage and integrate sound **financial policies and procedures** throughout the organization.
- Wastage **control of raw material, WIP & finished goods** stage.
- **Business process** like Finance & Accounts, Purchasing, Inventory, Manufacturing, HRM **converted into computerized automated system** from manual through ERP Software.

## ***Krishibid Group: CFO***

### **Responsibility**

- To participate in the **strategic planning process**, to lead the budgeting and forecasting of the company's output and to build a strong financial discipline and accountability foundation for budgeting and forecasting.
- Supervise the preparation of the **operating and capital budgets**, obtain approval and thereafter monitor actual performance with the plan. Coordinate the development of a multi-year financial plan to consistently direct the resources to achieve long-term objectives
- To **review the institution's financial conditions, financial position** and recommend viable alternatives for establish credibility of accounts and finance department by providing timely and accurate accounting and financial service to the entire company.
- Managing and Supervising the day to day operations of the accounts department.
- Supervising the **preparation of financial statements** as per IAS/BAS and

- other management reports.
- Guide to prepare accurate and customize reports to management as and when required
- Establish a sound **system of costing, product pricing** and information management thereof taking into account the best and updated practices in the industries
- Supervise recording of all transactions, filing of all supporting documents and reconciling of all Bank Accounts to ensure accuracy of all receipts and payments.
- Organize, manage and integrate sound **financial policies and procedures** throughout the organization.
- **Manage direct and indirect resources** assigned in a responsible manner to maximize return on resources deployed.
- Assure compliance with **statutory and Company's fiscal policies** and procedures. Develop new, or modify existing policies and procedures when needed. Coordinate and maintain effective financial management information systems to ensure timely and accurate dissemination of financial data within the Company.
- **Tax management** - Corporate Tax, Employee Tax and VAT.
- Oversee **employee benefit plans**, with particular emphasis on maximizing a cost-effective benefits package.
- Partnering with other domains in the bank - Human Resources, Information Technology, Business development, operation & Risk Management.
- Optimize all the cost elements of the group and provide assistance to the business units in maintaining the same
- Wastage **control of raw material, WIP & finished goods** stage.
- **Business process** like Finance & Accounts, Purchasing, Inventory, Manufacturing, HRM **converted into computerized automated system** from manual through ERP Software.

### *M & J Group: Head of Costing, Budgeting & Internal Audit*

#### **Responsibility**

- Review of **Financial Statement** and submit to the Board of Directors
- Ensure sound system of internal control and compliance
- **Optimize all the cost elements** of the group and provide assistance to the business units in maintaining the same
- Carry out **variance analysis** and instill corrective measure
- Establish a sound **system of costing, product pricing and information management** thereof taking into account the best and updated practices in the apparel industries
- Establish policies and procedures regarding the above and install an **effective monitoring mechanism and follow up.**
- **Wastage control** at raw material, WIP & finished goods stage.
- Establish a proper **budgetary control system** and frame relevant policy for the Group as a whole along with the individual business units
- Install a mechanism of collecting and compiling all the relevant data for MIS
- **Business process** like Finance & Accounts, Purchasing, Inventory, Manufacturing, HRM **converted into computerized automated system** from manual through **Oracle EBS ERP Software.**

### *Opex and Sinha Textile Group: GM, Finance, Accounts & Commercial*

#### **Responsibility**

- Preparation and presentation of **periodical Financial Statements**,
- Follow up Master L/C & BBLC matter, Bank Loan, export realization,
- Product Cost analysis, monitoring budgetary control, approval of vouchers,
- Over all **fund Management** of the units,
- **Follow up** export & import documentation,
- Sanction, renewal, re-schedule and enhancement **of loan facilities from Commercial Banks**
- **Cash Incentive** realization.
- Unit wise Cost analysis in every month.

- Compliance all Rules & Regulations of **Income Tax & VAT**.

***Reaz Garments Ltd.: Manager, Finance & Accounts.***

**Responsibility**

- Preparation of periodical Financial Statements and Annual Report and submit to the Board of Directors & Proper Authorities,
- Preparation of Notice & Minutes,
- Follow up Master L/C & BB L/C matter & Bank Loan,
- Export Realization and BBLC Payment,
- Cost analysis in every month,
- Compliance all Rules & Regulations of Income Tax & VAT,
- Check Journal, Payment, Bank/Cash & Receipt Voucher,
- Preparation of Bank Reconciliation Statement,
- Correspondence with Govt., Semi-Govt. and Body corporate for Company matter.

**Language Proficiency**

- English-Standard
- Bangla-Excellent

**Training**

- **Business Communication in English under ICAB.**
- **Advanced Course in Leadership and Communication under ICAB.**
- **Supply Chain Management under ICAB**

**Computer Literacy**

- Proficiency in **Oracle EBS, Tally Software.**
- Proficiency in Microsoft Word, MS Excel, MS Power Point
- Capable to work under LAN Environment
- Sound knowledge on Internet operation

**Academic Qualification**

M.Com. (Accounting), 2<sup>nd</sup> Class in 1998 from Dhaka College under National University.

**Personal Information**

<b>Name</b>	Muhammad Moniruzzaman FCA
<b>Father's Name</b>	Late Abul Kalam Azad
<b>Mother's Name</b>	Late Saleha Begum.
<b>Date of Birth</b>	28 November 1976.
<b>Present Address</b>	H # 582 A&B, R # 07, Baitul Aman Co-operative Housing Ltd., Adabor, Dhaka.
<b>Parmanent Address</b>	VIII: Bonomalidia, Post+ Upozila: Modhikhali, Dist: Faridpur, Bangladesh.
<b>Nationality</b>	Bangladeshi
<b>Marital Status</b>	Married
<b>Blood Group</b>	B+
<b>Mobile No</b>	+88 0740054942
<b>National ID Card No</b>	7796095367

(Muhammad Moniruzzaman FCA)