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Bangladesh.

Professional Course

Income Tax Practitioner
(ITP)
National Board of Revenue,
Dhaka, Bangladesh.

Education

Master of Commerce (M.Com)
National University, Bangladesh
2nd Class : Year : 2005

MD SAHID ULLAH

Manager (Accounts and Finance)

Professional Objective

A highly motivated and detail-oriented accounting and finance professional with above 15 years of experience in financial analysis, reporting, and auditing and 5 years of experience in Income Tax Practice in Bangladesh. Seeking to leverage my expertise in Accounts and finance to contribute to the success of Lexel Knitwear Limited at Killerpul, Narayanganj, Dhaka, Bangladesh.

Professional Summary

Manager (Accounts and Finance) with over 15 years of experience in managing financial operations for Manufacturing Company. Expertise in International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP), ensuring compliance and accuracy in financial reporting across global markets. Proficient in overseeing complex accounting processes, financial analysis, and budgeting for large-scale organizations. Adept at streamlining financial operations to enhance efficiency and drive cost savings. Known for exceptional analytical skills, attention to detail, and the ability to lead cross-functional teams in delivering high-quality financial insights that support

Job Experience

LEXEL KNITWEAR LIMITED

32/27, Killerpul, Narayanganj-1430, Dhaka, Bangladesh.

Manager -Accounts & Finance (September 2023 - Continue)

Nature of Business: 100% Export oriented Knit Garments Industry.

Core Functions:

- **Financial Reporting:** I assisted in the preparation of financial reports in line with international accounting standards, contributing to the timely submission of financial data.

Skills

- International Financial Reporting Standards (IFRS)
- Generally Accepted Accounting Principles (GAAP)
- Budgeting & forecasting
- Tax Compliance and Optimization
- Financial Analysis and Reporting
- ERP Systems and Accounting Software(e.g. Tally Prime /ERP)
- Accounts Payable/Receivable Management
- Cash Flow Management
- Problem -Solving
- Time Management
- Leadership & Team Management
- Currency Exchange Management

Computer

- Microsoft office Program
- E-mail Communication

Language

- English : Good Working Knowledge
- Bengali : Proficient

Personal Info

Birth : 7th February, 1982
Passport :
Nationality : Bangladeshi
Religion : Islam

- **Accounts Reconciliation:** I oversaw monthly reconciliation of general ledger accounts, identifying and resolving discrepancies in a timely manner.
- **Cash Flow Management:** I monitored and managed cash flow, ensuring optimal liquidity management across multiple currencies and jurisdictions.
- Compromising service quality
- **Expense Management:** Implemented cost-control measures that reduced operational expenses by 10% without.
- **Team Leadership:** I Supervised a team of junior accountants, providing training and guidance on international financial reporting standards.
- **Leadership for Financial Goal :** I work for the Lead the overall financial management to achieve the company's short and long term financial goals.
- **I able to prepare and submission of VAT, TAT, VDS, TDS etc.**
- Routing Works Accounts and Financial all Voucher Check and Verify.
- I able to prepare monthly, half yearly and yearly Profit and Loss Statement and Balance Sheet.

Accomplishments:

- **Process Optimization:** Streamlined financial processes and implemented automated solutions, reducing manual workload and increasing efficiency by 15%
- **Streamlined Financial Reporting:** Successfully implemented a new financial reporting system that reduced the monthly close process from 10 days to 5 days, enhancing efficiency and timeliness of reports.
- **Cost Savings Initiatives:** Led a cost reduction project that identified and eliminated redundant expenses, resulting in a 15% reduction in operational costs without compromising service quality.
- **Process Optimization:** Developed and executed improved procedures for accounts payable and receivable, reducing processing time by 20% and increasing accuracy in financial transactions.

Previous Job Experiences

B.BROTHERS GROUP- GARMENTS COMPOSITE FACTORY

90, BarpaRupshi, Narayanganj 1430, Dhaka, Bangladesh.

Assistant Manager -Accounts & Finance (April 1, 2021 – August 23)

Nature of Business: 100% Export oriented Knit Garments Industry.

Core Functions:

- Accounts receivables Review all financial records, systems and control process of the company as per accounting standards.
- Process each accounting data and generate Various reports using Accounting Software (Tally_ ERP Prime)
- Create all sorts of accounting heads, newly required companies and post different transactions in the Tally Software. Install and configure Tally Software as and when required basis.
- Maintain daily collection, payment, sales and purchases related records to Tally Software properly. Input all kinds of Journal entry in Tally Software. Make proper provision of expenses and maintain monthly accrual expenses and generate report accordingly.
- Prepare of different statements such as Balance sheet, Income Expenditure and other document using Tally Software.
- Ensure compliance with all applicable tax laws and regulations, including income tax, corporate tax. Prepare and review tax returns, including corporate tax returns, VAT returns, and other required filings.
- Prepare all sorts of tax related documents, submit withholding tax return and documents related to Tax Section 108A & 108. Visit RJSC and Tax office whenever necessary.
- Monitor changes in tax laws and regulations and implement necessary adjustments to ensure compliance.
- Maintain banking Facilities with Lien Banks, taking initiatives for arranging funds, balancing between Short Term & Long Term Assets and Liabilities, Ensuring & organizing Debt servicing within deadline.
- Others duties & responsibilities as assigned by the top Management from time to time.

K.M HASAN & COMPANY (CHARTERED ACCOUNTANT FIRM)

Home Tow Apartment (Lift 8th& 9th Floor), 87, New eskaton, Dhaka, Bangladesh.

Assistant Manager-Taxation (March 1, 2020 – March-2021)

Core Functions:

- Clint wise File Assessment find out dispute
- Solve in Rules Regulation by NBR as per Law
- Individual and Company Income Tax Return Prepared and Submit.
- Hearing to dispute file and dispose of as per Law.

Others duties & responsibilities as assigned by the top Management from time to time

NAWAB ABDUL MALEK JUTE MILLS (BANGLADESH) LTD.

Nature of Business: 100% Export oriented Jute Industry.

Kanchpur, Sonargoan, Narayanganj 1430, Dhaka, Bangladesh.

Sr. Accounts officer cum Cash Subsidy- (March 1, 2015–February-2020)

Core Functions:

- Accounts Receivable and Payable
- Monthly Stock Ledger, GL and Cash Subsidy related all Work.
- Prepared Quarterly Profit and Loss Statement and yearly Balance Sheet .

GARTER AED PACKAGING (BANGLADESH) LIMITED

Kanchpur, Sonargoan, Narayanganj 1430, Dhaka, Bangladesh.

Sr. Accounts officer- (February 1, 2011–February-2015)

Nature of Business: 100% Export oriented Packaging Industry.

Core Functions:

- Process each accounting data and generate Various reports using Accounting Software (Tally_ ERP Prime)
- Maintain daily collection, payment, sales and purchases related records to Tally Software properly. Input all kinds of Journal entry in Tally Software. Make proper provision of expenses and maintain monthly accrual expenses and generate report accordingly.
- Routing Works Accounts and Financial all Voucher Check and Verify
- Create all sorts of accounting heads, newly required companies and post different transactions in the Tally Software. Install and configure Tally Software as and when required basis.
- Prepared Debit, Credit, Journal , Contra etc Voucher Create and Ledger Posting as per Accounting System

Others duties & responsibilities as assigned by the top Management from time to time.

DEFOIN GROUP

Defoin Tower, Plot No # 55, Block- B, Section-2, Mirpur, Dhaka, Bangladesh.

Sr. Accounts & Tax Officer (January 1, 2011–January-2012)

Nature of Business: 100% Export oriented Knit Garments Industry.

Core Functions:

- Prepared Debit, Credit, Journal , Contra etc Voucher Create and Ledger Posting as per Accounting System
- Cash Book Posting, Party Ledger Posting and others Ledger Posting as per required Ledger.
- Bank Ledger Posting and Reconciliation and Bank related all works
- Prepared Monthly, Yearly Profit and Loss Statement and Yearly Prepared Balance Sheet
- All Source Tax as TDS,VDS related all Works
- Handle all Individual and Company Income Tax and Value added Mater.
- Handling all vehicles Transport Scheduling related all works.
- Mentoring Garments Inventory.

INTIMATE HOME BUILDERS LIMITED

House-27 (1st floor), Road # 9/A, Dhanmondi, Dhaka, Bangladesh.

Sr. Accounts & Admin Officer (January 1, 2006–December-2010)

Nature of Business: Real Estate Land Developer.

Core Functions:

- Prepared Debit, Credit, Journal , Contra etc Voucher Create and Ledger Posting as per Accounting System
- Cash Book Posting, Party Ledger Posting and others Ledger Posting as per required Ledger.
- Bank Ledger Posting and Reconciliation and Bank related all works
- Prepared Monthly, Yearly Profit and Loss Statement and Yearly Prepared Balance Sheet
- All Source Tax as TDS,VDS related all Works
- Handle all Individual, Company Tax Mater and Employee Leave related works.

RGR Sweaters Limited

Pallabi Shopping Centre, Mirpur, Dhaka, Bangladesh.

Store Officer (November 1, 2003–December-2005)

Nature of Business: 100% Export Oriented Garments Industry.

Core Functions:

- Raw Materials Received and Issue Register updated
- BIN Card Update
- Monthly Prepared Raw Materials Received and Issue Statement handover to Reporting Management.
- Yearly Prepared Raw Materials Received and Issue Statement handover to Top Reporting Management.
- Monthly, Yearly Practical Inventory.