

Abu Sayeed

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Career Summary

As an Accounting professional with over Four years of experience, possesses multiple skills covering many financial areas such as cost control principals, ledger analysis, financial statements, budgeting, auditing practices and taxation. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

Special Qualification

I have some special qualifications of bookkeeping like QuickBooks and Xero Accounting software's and completed more than 10 clients' projects regarding Accounting & Bookkeeping service through the Online Freelancing marketplace ; **Fiverr**.

Total Experience (4.6 years)

Current Employment:

Timeline: 31st August, 2019 – Present

Organization Name: **JMI Group** (A Joint Venture with **NIPRO Corporation, Japan**)

Designation & Department: **Executive-Internal Audit.**

Job Responsibility:

- Providing inputs in developing appropriate internal audit methodologies, policies and procedures, work programs, guidelines, manuals, templates and processes for carrying out internal audit activities so that they are kept up-to-date as per latest best practices.
- Providing support to investigations of reported incidents related to fraud and reports thereon. Monitoring Internal Control systems and evaluating control sufficiency.
- Coordinating & communicating with the departmental heads and Supervisor regarding audit issues.
- Conducting both pre & post audit on Purchase & other expenditure.
- Conducting monthly & yearly inventory audit along with their valuation and verification.
- Perform routine audit work in factories, Depot Offices all over Bangladesh.
- Conduct regular Market visit to check all kinds of price rates of purchase items, materials, and prepare reports.
- Check bill/ voucher/ requisition/ delivery challan or any other documents. Check daily local purchase bills, petty cash book, and all types of payments & receipts vouchers.
- Check inventory with the software-generated report by physical counting on regular basis.
- Performing special assignment assigned by the Supervisor.

2nd Employment:

Timeline: 1st January 2018- 14th January 2019

Organization Name: Company: Sarah Composite Mills Ltd. (A sister concern with GREEN Group)

Designation & Department: Sr. Officer- Accounts & Finance

Job Responsibility:

- Preparation of Annual Budget with monthly breakdown.
- Identify & report revenue budget variance & cost of sales budget variance.
- Preparation of Quarterly Business Progress Report to the management
- Ensure the sufficient funds are available to meet ongoing operational and capital investment requirements.
- Preparation of Receivable Ageing Report to the management.
- Recording day to day financial transaction & Bank Reconciliation.

- Preparation of Monthly Financial Statements along with disclosure in compliance with Accounting Standards
- Preparation and submission of monthly VAT & TDS return
- Maintain schedule of party payment and reservation of all documents.
- Reviewing and verifying invoices and cheque requests.
- Ensuring the correct supporting documentation is available for audits.

1st Employment:

Timeline: 1st January, 2015 – 31st December, 2017

Organization Name: Creative AB Corporatio

Designation & Department: E XE CU TI VE-A CCOU N T'S & A DMIN.

Job Responsibility:

- Preparation of bills/invoices, vouchers.
- Maintain cash book, Bank book, ledger book.
- Preparation of Bank Reconciliation.
- Assist in annual budget preparation.
- Preparation of Monthly Financial Statements.
- Preparation financial performance report.
- Maintain & Prepare All relevant documents to Senior Management

Academic Qualification

Title	Concentration	Institute	Board/Institute	Year
MBS	Management	Kabi Nazrul govt. collage	National University	2013
BBA	Management	Kabi Nazrul govt. collage	National University	2012
HSC	Business Studies	Dolleshwar Adarshaw High School	Dhaka	2008
SSC	Business Studies	Dolleshwar Adarshaw School	Dhaka	2006

Skills and Expertise

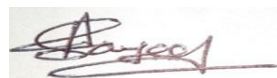
Accounting Software	QuickBooks , Xero, Tally ERP 9
Computer Skills	Advance knowledge in MS Office.
Personal Strength	Fast learner, Goal Oriented, Consistent, Confident, Determined, Honest, Helpful, Hard-working.

Reference

Md. Shoujat Hossain Head of the Department Internal Audit JMI Group. 7/A Shantibag,Dhaka-1217 E-mail: shoujat.audit@jmigroup-bd.com Cell : 01777742338	Md. Mahadeeh Hasan Sr. AVP City Bank Gulshan Cor.Office E-mail: mahadeeh@gmail.com Cell : 01712777822
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Declaration

I am **Abu Sayeed**, the undersigned, declared that the information specified in this resume is true to the best of my knowledge and describe my experience and myself.



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