

KHONDAKER MOFAZZAL HAQUE

Address: Apt# B-4, Holding No#1/11 D,S,C,C, Ward No#61, West Roshulpur, Thana#
Jatrabari, Dhonia, Dhaka - 1236, Dhania TSO, Jatrabari, Dhaka 1232
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Career Objective:

I am looking for a position in an organization where I will get the opportunity to use my communication and supervisory skills, creatives through challenges and growth-oriented activities by working in groups under pressure.

Career Summary:

Strategic/Tactical Planning
Operating and Capital Budget Administration
Analytical and Financial Skills
Statistical Modeling and ROI Analyses

Special Qualification:

Ability to elicit confidence and build report
Well-groomed appearance
Polite, respectful, and courteous manners
Work well under pressure to meet deadlines

Employment History:

Total Year of Experience : 8 yrs

1. Accounts Manager (0.8 yr)

(December, 2022 - Continuing)

Buriganga Riverview Restaurant

28, Chittaranjan Avenue, BIWTA Terminal Bahan-02, Sadarghat, Dhaka.

Area of Expertise

Finance/ Accounts (0.5 yr)

Duties/Responsibilities

Manage and oversee the daily operations of the accounting department including:
month and end-year process, accounts payable/receivable, cash receipts, general ledger
payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis
capital assets reconciliations, trust account statement reconciliations,, check runs
fixed asset activity, debt activity, Monitor and analyze accounting data and produce financial reports or statements
Establish and enforce proper accounting methods, policies and principles, Coordinate and complete annual audits
Provide recommendations, Improve systems and procedures and initiate corrective actions
Assign projects and direct staff to ensure compliance and accuracy, Meet financial accounting objectives
Establish and maintain fiscal files and records to document transactions

2. Manager (3.1 yrs)

(November, 2019 - November, 2022)

Top Gear Auto Service BD Limited

2451 Vatara, NotunBazar, Gulshan, Dhaka.

Area of Expertise

Accounting Standards (IAS) and BAS (3 yrs)

Duties/Responsibilities

Providing leadership, direction and management of the finance and accounting team
Providing strategic recommendations to the CEO/President and members of the executive management team
Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting
Advising on long-term business and financial planning
Provide commercial insight and leadership across the business in order to exceed business plan targets
Responsible for ensuring the risk and compliance management framework is embedded and operational for the Group
Establishing and developing relations with senior management and external partners and stakeholders
Reviewing all formal finance, HR and IT related procedures

3. Assistant Vice President (4.2 yrs)

(September, 2015 - October, 2019)

Golden Life Insurance Limited

80 Shahid Tajuddin Ahmed Sarani Tejgaon Industrial Area, Dhaka-1208.

Area of Expertise

Finance/ Accounts (4.1 yrs)

Duties/Responsibilities

To address the audit objectives and comply with applicable laws and professional auditing standards.

To develop and document a risk-based audit approach.

To develop an audit program and/or plan and detailing the nature, timing and extent of the audit procedures required

Developing a thorough understanding of business processes in scope for assigned audits and develop the processes in flowcharts and/or process narratives

Identifying and documenting inherent risks and controls within the business processes
Assessing the compliance with policy & procedures

Examining and evaluating the adequacy and effectiveness of process design and internal control within Business Process and General IT process.

Performing audit tests and preparing working papers in accordance with Standard Operating Procedures (SOP) or accepted general practice.

Identifying process weaknesses and providing evidential support for audit findings.

Preparing a concise and informative audit report to effectively communicate the findings and recommendations to Senior Management and Stakeholders.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Finance	American International University-Bangladesh	CGPA:3.25 out of 4	2009	2 years	Academic Scholarship
Bachelor of Business Administration (BBA)	Finance	American International University-Bangladesh	CGPA:3.82 out of 4	2007	4 years	Academic Scholarship
HSC	Business Studies	Notre Dame	First Division.	2002	2 years	-

		College	Marks :74.4%			
SSC	Business Studies	Dhanmondi Govt. Boys' High School	First Division, Marks :74%	2000	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Executive	Training	Bangla Trac limited	Bangladesh	Mohakhali	2007	Three
Teacher Assistant (TA)	Training as a Teacher Assistant (TA) in the Spoken English Promotion Project (SEPP)	Zhejiang Gongshang University	China	Gongshang	2006	One month

Professional Qualification:

Certification	Institute	Location	From	To
ITP (Income Tax Practitioner)	NBR (National Board of Revenue, Bangladesh)	Sagunbagicha, Dhaka-1000.	September 1, 2017	October 26, 2017

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Preferred Job Category : Accounting/Finance, Education/Training, General Management/Admin
 Preferred District : Anywhere in Bangladesh.

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Computer skill Financial Analysis 	<ul style="list-style-type: none"> Operating System : Windows 95,98,2000, XP, VISTA, 2010. Office Application : Microsoft Office 97 to 2007, MS Project, MS Visio. Capability : Internet Browsing, Visual Basic 6.0, Quick Basic. Accounting software : Tally, Qbook, Oracale, Jagoron, SPSS.

Extra Curricular Activities:

- . Portfolio Analysis on few Firms enlisted in Bangladesh Stock Market.
- . Project on Management Information System (MIS) utilization in Opsonin Pharmaceuticals.
- . Term Paper on Clearing House in Bank Fund Management.
- . Prepared a Research Paper on The movement of Cement Factories Market Share.
- . Supervised the cultural show at AIUB.
- . Worked with AIUB Data Bank Team as volunteer.
- . Directed the Prefect during Science fair & Business fair as Surgeon at Arms at School and College Level.
- . Managed Library works as librarian at School Level.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : Khandaker Mahfuzul Haque
Mother's Name : Nazneen Khondaker
Date of Birth : May 7, 1985
Gender : Male
Height (Meter) : 1.8
Weight (Kg) : 95
Marital Status : Married
Nationality : Bangladeshis
National Id No. : 6400120652
Religion : Islam
Permanent Address : Apt# B-4, Holding No#1/11 D,S,C,C, Ward No#61, West Roshulpur, Thana# Jatrabari, Dhonia, Dhaka - 1236, Dhania TSO, Jatrabari, Dhaka 1232
Current Location : Dhaka
Blood Group : A+

Reference (s):**Reference: 01**

Name : Md. Fazlur Rahman Sarker
Organization : Prime Minister Office
Designation : Deputy Director
Address : Government of the people republic of Bangladesh Old Sangsad Bhaban Tejgaon, Dhaka-1215.
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Reference: 02

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