

# YEASINUR RAHMAN

Address: 425/C, KhilgaonTSO, Khilgaon, Dhaka 1219  
Mobile No 1: 01534672262  
Mobile No 2 :01911865087  
e-mail : yeasinrahman@gmail.com



## **Career Objective:**

I would like to extend my career in the field of finance by adding values to the organization with my knowledge and experience. And also improve my skills by engaging in different project and tasks.

## **Employment History:**

**Total Year of Experience :** 10.3 Year(s)

### 1. **Deputy Manager ( April 2, 2018 - Continuing)**

#### **Confidence Power Holdings Limited**

Company Location : 34, Kemal Ataturk Avenue, Banani, Dhaka.

Department: Finance

#### **Duties/Responsibilities:**

- Execute and monitor day-to-day financial operations of the company.
- Provide insightful information and expectations to superiors to aid in long-term and short-term decision making.
- Maintaining Corporate Relationships with Banks/Financial Institutions.
- Arranging new sources of finance for a company's debt facilities.
- Prepare and arrange documents for debt facilities.
- Business Letter Preparation.
- Managing and monitoring Debt Facilities for efficient fund utilization.
- Inter-company Loan Monitoring & Reconciliation.
- Liability Position Reporting.
- Interest Expense Reporting.
- Bank Guarantee Monitoring.
- Treasury Report Generation.
- Budget Preparation.
- Monitoring and managing Foreign Revenue.
- Overseeing the flow of cash and financial instruments.
- Various Report Preparation.
- Financial Analysis.
- Conducting Credit Ratings.
- Attend Special Task assigned by Superiors.
- Maintain financial policies and procedures for the company
- Checking of payable invoices & monitor payment process.
- Supervising staff.
- Liaising with managerial staff and other colleagues.

### 2. **Assistant Manager ( October 2, 2017 - April 1, 2018)**

#### **Confidence Power Holdings Limited**

Company Location : 34, Kemal Ataturk Avenue, Banani, Dhaka.

Department: Finance

#### **Duties/Responsibilities:**

- Execute and monitor day-to-day financial operations of the company.
- Provide insightful information and expectations to superiors to aid in long-term and short-term decision making.
- Maintaining Corporate Relationships with Banks/Financial Institutions.
- Arranging new sources of finance for a company's debt facilities.
- Prepare and arrange documents for debt facilities.
- Business Letter Preparation.

- Managing and monitoring Debt Facilities for efficient fund utilization.
- Inter-company Loan Monitoring & Reconciliation.
- Liability Position Reporting.
- Interest Expense Reporting.
- Bank Guarantee Monitoring.
- Treasury Report Generation.
- Budget Preparation.
- Monitoring and managing Foreign Revenue.
- Overseeing the flow of cash and financial instruments.
- Various Report Preparation.
- Financial Analysis.
- Conducting Credit Ratings.
- Attend Special Task assigned by Superiors.
- Maintain financial policies and procedures for the company
- Checking of payable invoices & monitor payment process.
- Supervising staff.
- Liaising with managerial staff and other colleagues.

3. **Analyst ( July 1, 2014 - September 30, 2017)**

**Accenture Bangladesh**

Company Location : House#11, Road# 113/A, Niloy Mansion, Gulshan-2, Dhaka.

Department: Procure to Pay

**Duties/Responsibilities:**

- Team Supervision.
- Work Allocation planning to utilize maximum efficiency.
- Analyze process for improvement.
- Analyze and control duplicate payment.
- Trend analysis.
- Error analysis and reporting.
- Root Cause Analysis of an incident.
- Client communication.
- Vendor Communication.
- Electronic Payment processing.
- Accounts Payable to General Ledger Reconciliation.
- Making correction entries in Accounts Payable.
- Collection case analysis and settlement.
- Provide resolution to client and vendor query.
- Maintenance of process tracker.
- Daily production reporting.
- Visual Management reporting.
- Daily Dashboard reporting.
- Provide training to new employees.

4. **Executive- Finance & Accounts ( July 1, 2012 - April 30, 2014)**

**Confidence Group of Industries.**

Company Location : Dhaka

Department: Finance

**Duties/Responsibilities:**

- Capital Expenditure determination.
- Financial Analysis.
- Budget preparation.
- Fund Management.
- Treasury Report Generation.
- MIS Report Generation.
- Interest Expense Monitoring.
- Coordination with financial institution.
- Monitoring Credit Facilities.
- Loan Reconciliation.
- Preparing Business Letter.
- Conducting Credit Ratings.
- L/C Costing.
- Account reconciliation.
- Maintenance of financial books & records.

- Checking of payable invoices & process for approval & payments.
- Tax and VAT calculation of suppliers bill.
- Preparing payment, receipt, Contra, journal entries.
- Making Tally entries of different vouchers.

5. **Executive- Accounts & Finance ( July 1, 2010 - June 30, 2012)**

**Fun Factory Ltd**

Company Location : Jamgora Unique Bus Stand, Ashulia, Bangladesh.  
Department: Finance & Accounts

**Duties/Responsibilities:**

- Maintaining day to day financial transactions.
- Making of tally entries.
- Preparing monthly budget.
- Cost controlling.
- Inventory Monitoring.
- Dealings with bank.
- Execution of bank reconciliation.
- Maintenance of financial books & records.
- Checking of payable invoices & process for approval & payments.
- Processing monthly/annual financial report.
- Helping in audit conduction.
- Report writing and presentation.

6. **Accounts Assistant ( July 16, 2009 - May 31, 2010)**

**Somewhere in Net Ltd.**

Company Location : Gulshan-1  
Department: Accounts

**Duties/Responsibilities:**

- Maintaining day to day financial transactions.
- Maintenance of financial books & records.
- Checking of payable invoices & process for approval & payments.
- Preparing accounts receivable invoices.
- Control purchase order and filling system.
- Processing cheques and payrolls.
- Preparing payment, receipt, journal entries and bank reconciliation.
- Preparing daily petty cash report.
- Preparing monthly balance sheet, income statement, and cash flow statement.
- Maintaining records of all financial statement correctly through software/manual.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	American International University Bangladesh	CGPA:3.86 out of 4	2010	2 years	The Magna Cum Laude
BBA	Finance	American International University Bangladesh	CGPA:3.61 out of 4	2008	4 years	-
HSC	Business Studies	Dhaka College	CGPA:3.5 out of 5	2003	2 years	-
SSC	Business Studies	Kurmitola High School	CGPA:4.25 out of 5	2001	-	-

**Training Summary:**

Training Title	Institute	Country	Location	Year	Duration
Conflict Management	Accenture Bangladesh	Bangladesh	Dhaka	2016	4 Hours
Ethics & Compliance	Accenture Bangladesh	Bangladesh	Dhaka	2015	4 Hours
Client Data Protection	Accenture Bangladesh	Bangladesh	Dhaka	2015	6 Hours

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Preferred Job Category : Accounting/Finance, IT/Telecommunication  
 Preferred District : Dhaka  
 Preferred Organization Types : Telecommunication, IT Enabled Service, NGO, Multinational Companies, Consulting Firms, Hotel, Airline, Group of Companies, Automobile

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>MBA/ BBA</li> <li>Finance</li> <li>Accounting Software</li> <li>Oracle</li> </ul>	Software Application Skills: - Office Application : MS Outlook, Word, Excel & PowerPoint. - Oracle ERP Application Software. - Tally ERP - Janus- Invoicing Application Software. - Blackline- Reconciliation Application Software. - Service Now- Client and Customer Support Web Application.

**Extra Curricular Activities:**

volunteer for three years in American International University-Bangladesh.

**Language Proficiency:**

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

**Personal Details :**

Father's Name : Late Zahirul Haq  
 Mother's Name : Rakiba Haq  
 Date of Birth : August 17, 1986  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 National Id No. : 5504398826  
 Religion : Islam  
 Permanent Address : KA-223/1, Namapara, -1229., KhilkhetTSO, Khilkhet, Dhaka 1229  
 Current Location : Dhaka

**Reference (s):**

<b>Reference: 01</b>		<b>Reference: 02</b>	
Name	: Md. Tipu Sultan, FCMA	Mr. Alamgir Akber	
Organization	: Confidence Power Holdings Limited	Confidence Group	
Designation	: Senior Manager- Finance	Head of Finance	
Address	: 34 Kemal Ataturk Avenue, Banani, Dhaka.	8 UTC Building (Level-07), Kawran Bazar, Dhaka.	
Phone (Off.)	:		
Phone (Res.)	:		
Mobile	: 01799994014	01714047778	
E-Mail	: tipu.sultan@cg-bd.com	alamgir.akber@confidencegroup.com.bd	
Relation	: Professional	Professional	