



Kazi Md. Mahboob Kasem ACA
Contact# 01711 655 106
Current address: 20/C Monipuri Para
MCL Point, Level-6, Flat-1
Shangshad Avenue, Dhaka

Career Summary

- More than 7 years of Finance & Accounting experiences.
- Proficiency in preparing Financial Statements, Budgets and monitoring Treasury functions.

Career Objective

Contribute to the development and growth of the company by means of dynamic leadership and professional skills in a challenging corporate environment working as key management personnel.

Professional Experiences

Organization: sanofi-aventis Bangladesh (since July 2004 to till to date)

Current Position: Senior Manager Finance

Major Responsibilities:

- Monthly Consolidated Financial Statements preparation and reporting to Group (through web based Group Reporting Package)
- Bridge analysis for budget variances
- Management Accounts preparation and forecasting
- Preparation of Statutory Financial Statements in conformity with Local & International Standards
- Implementation of International Financial Reporting Standards (IFRS)/ International Accounting Standard (IAS) / Bangladesh Accounting Standards (BAS) with regard to recognition, measurement and disclosures issues.
- Ensure compliance with Sarbanes Oxley Act for preparation of Financial Statements
- Controlling disbursement
- Employee Fund Management
- Coordination with Auditors
- Project Management: Working on Global Project of Sanofi-Aventis on strategic business issues for Asia Pacific Region, (Representing sanofi-aventis Bangladesh in the Asia Pacific Strategic Development Group comprising of cross functional members from 14 countries)

Previous Position in sanofi-aventis: Manager Compliance

Major Responsibilities:

- i. Preparation, roll out and implementation of Group Policies & Standard Procedures
- ii. Planning and review of areas to identify and mitigate operational and financial risks and Reporting to Management
- iii. Designing and implementation of control activities for detection and prevention of fraud and safeguarding of company assets
- iv. Implementation of Group Internal Audit recommendations
- v. Coordination with Global Audit Team
- vi. Implementation of Sarbanes Oxley Act

Organization: GrameenPhone Ltd.

Position: Deputy Manager Finance (Accounts, Reporting & Budget)

Period: Nov 2001 to June 2004

Major Responsibilities:

- i. Monthly Financial Statements preparation and reporting to Group through web based Group Reporting Package
- ii. Management Accounts preparation and reporting
- iii. Implementation of International Financial Reporting Standards (IFRS)/ International Accounting Standard (IAS) / Bangladesh Accounting Standards (BAS) with regard to recognition, measurement and disclosures issues
- iv. Preparation of Statutory Financial Statements in conformity with Local & International Financial Reporting Standards
- v. Budget monitoring
- vi. Coordination with Auditors

Organization: Softex Cotton (Pvt.) Ltd.

Position: Chief Accountant

Period: Feb 2001 to Oct 2001

Major Responsibilities:

- i. Financial Planning of the Company
- ii. Reporting of Monthly Management Accounts
- iii. Budget Controlling
- iv. Corporate Tax Management
- v. Preparation of Statutory Accounts in conformity with Local & International Standards
- vi. Coordination with External Auditors

Organization: Rahman Rahman Huq, Chartered Accountants (KPMG Bangladesh)

Position: Senior Auditor

Period: 1 Jan 2000-Jan 2001 (After completion of CA article ship of 3 and half years on 31 Dec 1999)

Major Responsibilities:

- i. Planning & Conducting Audit
- ii. Finalization of Statutory Accounts
- iii. Preparation of Audit Report
- iv. Reporting to Client Management about weakness in the Internal Control System

Educational & Professional Qualifications:

Educational Qualifications:

▪ Masters in Com (Management)	2 nd Class	National University	1997
▪ Bachelor of Commerce	2 nd Class	National University	1994
▪ Higher Secondary Certificate	1 st Division	Dhaka Board	1992
▪ Secondary School Certificate	1 st Division	Dhaka Board	1990

Professional Qualification:

- **Qualified as Chartered Accountant** in Nov-Dec 2003 examination held under the Institute of Chartered Accountants of Bangladesh (ICAB)
- **CA Course** completed from Rahman Rahman Huq, Chartered Accountants, KPMG Bangladesh

IT Knowledge:

- MS Word, Excel, Access & Power Point
- SCALA - Accounting Software
- SAP - Accounting Software

Training Courses/Workshops/Project Handling:

Y 2000-2001:

- KPMG Audit Service Manual conducted by KPMG India

Y 2002-2004:

- Standardization of Annual Report conducted by Institute of Chartered Secretaries of Bangladesh

Y 2005-2006:

- Sarbanes Oxley Act – Training held in Singapore conducted by experts from the sanofi-aventis Group Management
- Group Reporting Package –Training on web based reporting package held in Vietnam.
- Tax Risk Reporting Package - Web based training on reporting package held in Singapore

Y 2007:

- Transfer Pricing - Training on transfer pricing reporting process held in Singapore

Other Qualifications:

- Obtained Scholarship from ICAB during article ship period

Other Professional Experiences: (During affiliation with Rahman Rahman Huq, Chartered Accountants, KPMG Bangladesh)

STATUTORY AUDIT AS TEAM LEADER:

- **MANUFACTURING**
 - New Zealand Milk Products
 - Saudi Bangla Fish Feed Ltd.
- **TELECOMMUNICATION**
 - Telecom Malaysia International Bangladesh Ltd.(AKTel)
- **BANKING & FINANCIAL INSTITUTIONS**
 - Delta Brac Housing Finance Company Ltd.
 - Agrani Bank
 - Janata Bank
 - Shamil Bank of Bahrain
- **NGOs**
 - Under Privileged Children Educational Program (UCEP)
 - Family Planning Association of Bangladesh (FPAB)
 - Social Marketing Company (SMC)
- **CONSTRUCTION COMPANIES**
 - Suvastu Development Co.

▪ **INSURANCE COMPANIES**

- Federal Insurance Company Ltd.
- Phoenix Insurance Company Ltd.

CONSULTANCY WORK:

- Loan Portfolio of Agrani Bank, assignment given by World Bank
- Salary Survey of NGO

TAXATION:

- Individual Tax Computation & Return Filing with Income Tax Authority
- Coordinating with Company Tax Consultant and Income Tax Authority for assessment of Company's Taxable Income of Softex Cotton Pvt. Ltd.
- Preparation of VAT Return for submission to VAT Authority of RAK Ceramics Ltd.

COMPANY SECRETARIAL:

- Preparation of Register of Members, Directors of RAK Ceramics Ltd.

Personal Information:

Father's Name:	LATE. KAZI MD. ABUL KASEM
Permanent Address:	CHOUDDOW GRAM THANA CHEORA KAZI BARI COMILLA
Date of Birth:	JUNE 7, 1975
Nationality:	BANGLADESHI
Marital Status:	MARRIED

Kazi Md. Mahboob Kasem