

## Resume of Ashfaq Shafi Ratul

Mobile: +880 18 2204 7431

Email: ashfaqshafir@yahoo.com LinkedIn: [Ratul Shafi](#)

Address: House#193, Block K, 7<sup>th</sup> Floor, Bashundhara R/A - 1229, Dhaka, Bangladesh.



### Objective

To manage a team and be challenged at this opportunity provided where I can fully use my skills for the success of this organization. To succeed in a stimulating and challenging environment that will provide me with advancement opportunities. Seeking to excel in this field with perseverance and dedication.

### *Professional Experiences*

#### May 2023 - Apr 2024 Optimizely

A company that provides digital experience platform software as a service.

##### **Accountant**

Reporting directly to the Director of Finance, Compliance & Accounting Team.

##### **Responsibility:**

- Responsible for the Marketing Costs and Third-Party Commission Costs GL accounts.
- Collaborating with internal departments to gather, analyze, and interpret relevant financial information.
- Aligning general ledger accounting practices to support budgeting and forecasting.
- Entering financial data such as accruals, deferrals, reclassifications, and interdepartmental entries into the ledger on a monthly basis, as well as preparing reports.
- Performing account analysis to ensure that journal entries and balances are correct.
- Reconciling accounts with the general ledger.
- Gathering supporting documentation and performing recordkeeping.

#### Feb 2021 - Apr 2023 Augmedix Inc. (Nasdaq listed)

A world-class technology platform to enable a new healthcare process.

##### **Accountant**

Reported directly to the Manager of Finance & Accounts Department.

##### **Key Achievements:**

- Leading the project of integration of IT asset management software for inventory control. (Asset Explorer)
- Leading the project of implementing payroll software for automation of payroll processing.

##### **Responsibility:**

- Managing and ensuring that payroll is processed in an accurate compliant and timely manner.
- Managing accounts payable function remotely in a timely and effective manner.
- Preparing monthly regulatory documents on due time.
- Aiding the team in statutory audit & SEC filings (10-K & 10Q)

- Assisting the team to prepare the monthly, quarterly financial reporting package (FRP).
- Gratuity/Post employment benefit management.
- Aiding the finance lead in transfer pricing and intercompany related tasks.
- Reconciling & monitoring bank statements.
- Managing global fixed assets (FA) as in recording cost of newly added fixed assets, tracking existing ones if needed, which can be tangible or/and intangible, calculating and recording depreciation, as well as necessary accounting for disposals.
- Reconciling balance sheet accounts (payroll, accounts payable, accruals, FA, cash, and cash equivalents) items according to SOX control framework and US & BD GAAP.
- Providing ad-hoc basis tasks or reports or financial reports as assigned.

### **Jun 2020 - Sep 2020 E-valy Limited**

An e-commerce platform.

#### **Finance Executive**

Reported directly to the Assistant Manager of Accounts and Finance Department.

#### **Responsibility:**

- Reconciling & monitoring bank statements.
- Updating bills in accounting software.
- Preparing monthly TDS and VDS challan
- Preparing monthly financial statements.
- Supporting the Assistant Finance Manager and executives with projects and tasks when required.
- Recording accounts payable.
- Review financial data and prepare monthly and annual reports.
- Assist in preparing and processing cash forecast for the delegation on time.
- Prepare, examine, and analyze party bills/invoices, accounts receivables, sales records, inventory management and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

### **Nov 2019 - May 2020 Khan Ayub Chartered Accountants**

A well-established accounting firm in Bangladesh.

#### **Audit Executive**

Working as an internal auditor for Debonair Group, one of the top garments' manufacturers in Bangladesh.

#### **Responsibility:**

- Reconciling and checking petty cash vouchers.
- Reconciling transport, customs' clearing & forwarding(C&F) agencies & courier bills.
- Aiding senior internal auditor in auditing the budgets.
- Reconciling the export projection report.
- Reconciling receivables balances at month end & year end.
- Auditing post cost for a particular garment.

### **Feb 2019 - Oct 2019 Bookshop BD**

An online shopping portal is an e-commerce organization in Bangladesh.

#### **Assistant Manager**

Reported directly to the Manager & sales executives and customer support executives reporting to me.

#### **Key Achievements:**

- Bringing in new publishers/authors to publish their book(s)
- Significant growth in monthly sales.

**Responsibility:**

- Researching and analyzing market trends.
- Identifying target markets and how best to reach them.
- Designing social media strategies.
- Vouching and routine checking of the purchases.
- Organizing workflow and ensuring that employees understand their duties or delegated.
- Managing Working Capital.

**Sep 2018 - Jan 2019 Bookshop BD**

An online shopping portal is an e-commerce organization in Bangladesh.

**Customer Support Executive**

Reported directly to the Team Leader.

**Key Achievements:**

- Contributed to good customer service.
- Increased revenue or sales for the company

**Responsibility:**

- Serving customers by determining requirements.
- Answering inquiries; resolving problems; fulfilling requests; maintaining database.
- Aiding Project Supervisor in preparing weekly, monthly report.
- Assisting Social Media Manager to optimize content.

---

***Education***

**ACCA**

**ACCA Qualifications**

- Currently at ACCA Skills level. (11 out of 17 papers completed)

**A' LEVEL**

**Academia English Medium School' 2017**

- 1B & 1C

**O' LEVEL**

**Academia English Medium School' 2015**

- 1A\*, 4As & 1D

**IELTS**

**Academic Overall Score 7.0**

---

***Software/Computer Skills & Training***

**Systems**

- Proficient at MS office & Google Suite.
- Proficient at QuickBooks, Tipalti, ZohoBooks & Oracle NetSuite

**Training**

- BPOS-BD Presentation Program
  - BPOS-BD Excel Training
-