



Md. Shahinul Islam

Office Accountant

ABOUT ME

I am a results-oriented professional accountant with over 13 years' experience in large Construction Industries. I have the ability to prepare accurately reporting of all monthly financial reporting, make sure the accurately and timely processing of positive pay transactions, preparing all necessary financial statement for assistance to company quarterly, half-yearly and yearly internal & external audit as per local rules & regulation, ensure timely clearance of all taxes and VAT payments correctly, ensure proper communication with head office at all times to implement correct accounting policies and system. Regularly monitoring the accounts department staff and providing proper guidance for implementation of head Office accounting procedures and policies, pay due attention to day-to-day accounting of all bank and cash transaction activities for budgetary control. Apart from all this I am responsible for prepare accurate monthly comprehensive financial reporting budget preparation, cost allocation, invoices preparation, IPC management, petty cash management, accounts receivable, accounts payable, bank and bank reconciliation statements, budget variances and analysis, fixed asset management, inventory management (especially BOQ material) receipt and proper delivery management. Highly proficient in MS Office, especially Excel TALLY ERP-9, SAP FI, Quick Book. Currently, I am working as an Office Accounts Manager in (SMEC International Pty Ltd.) the world's largest multinational consulting firm. My goal is to become associated with a company like yours where I can utilize my skills and experience and gain further experience while enhancing the company's productivity and reputation.

SKILLS

- Maintain an accurate general ledger-based construction accounting system.
- Monthly preparation of the Work in Progress report.
- Highly efficient petty cash disbursement and reimbursement in timely basis.
- Preparation of accurate financial reports and supporting schedules including AR and AP, advance project expenses, accrued expenses, MIS etc. as per IAS11.
- General ledger account reconciliations, Bank reconciliations Statement, Accurate daily transactions and journal entries perform and posting in software based general accounting functions.
- Operation of the general ledger system, journal entries, and month-end closing
- Monthly entries, accruals, and reconciliation of inter-company accounts IAS11.
- Preparation of monthly reports for the parent Company.
- Assist during mid-year and annual audit.
- Assist in the budget process and periodic forecast updates.
- Perform other duties as assigned and required.
- Software skills SAP FICO Module and Tally ERP-9, Quick Book, Xero Accounting.
- Project Staff and management staff payroll management

WORK EXPERIENCE

Office Accountant | Sep 2023– till now

SMEC International Pty Limited, Dhaka, Bangladesh
Rajshahi WASASurface Water Treatment Plant Project

Tasks:

- ❖ Prepare monthly Invoice.
- ❖ Maintain foreign & local staff attendance
- ❖ Continuously assess accounting operations, offering recommendations for improvement and implementation of new processes, policies, and procedures, ensuring an efficient operation, maximizing use of technology.
- ❖ Ensuring control over actual expenses vs Budget.
- ❖ Oversee the use of Quick Book, ERP & Tally the Company's Property and Accounting software.
- ❖ Manage and oversee cash position and forecast of the management company and each property.
- ❖ Manage the yearly audit and tax compliance process, including ensuring all information is in complete, accurate and available for the tax preparers and auditors.
- ❖ Recording invoices to accurate job and assigning cost to specific job.
- ❖ Provide management with information vital to the decision-making process.
- ❖ Ensure the monthly close is complete with all general ledger accounts reconciled and analyzed, as appropriate, with variance analysis.
- ❖ Calculate management fees and reimbursements, Vendor management.
- ❖ Should have knowledge of preparing project profitability report and percentage completion of accounting.
- ❖ Coordinate, manage and review internal and external payroll resources to ensure accurate payroll processing. To manage, monitor and facilitate Tax/VAT/Custom/Excise Duty and other related departments of the govt. & non-govt.
- ❖ Prepare reliable current and forecasting reports & manage vendor relationship
- ❖ Set up & oversee the company's Finance IT system
- ❖ Prepare the cash and bank book and execute journal entries as per receipt
- ❖ Prepare and maintain fixed assets register
- ❖ Prepare monthly & yearly Financial Statements
- ❖ Any other assignment not detailed herein & felt conducive by Management as and when necessary.

Senior accountant | Aug 2014– Aug 2023

Max Infrastructure Limited, Dhaka, Bangladesh

Tasks:

- ❖ Accurately prepare detail monthly project billings on a timely basis
- ❖ Parents with multiple projects managers to ensure accurate job costing billings details on a project level.
- ❖ subcontract agreements, purchase orders, and change orders for accuracy.
- ❖ Prepared change proposals, negotiated, executed, and issued change orders to subcontractors and prepared revisions to the master cost breakdown as a result of change orders and management revisions with direction of Project Manager.
- ❖ Conducted weekly meetings with project managers to review and validate all subcontractors' payables.
- ❖ Prepared monthly draw packages for submission and distributed monthly subcontractor checks.
- ❖ Balanced budgets and monitored commitments in accounting software.
- ❖ Prepare monthly payroll for project staff and management staff.
- ❖ Maintenance BOQ materials update records for smooth operation.
- ❖ Received and processed stock into inventory management
- ❖ Carried out day-to-day duties accurately and efficiently.
- ❖ Completed paperwork, recognising discrepancies, and promptly addressing for resolution.
- ❖ Monitored company inventory to keep stock levels and databases updated.
- ❖ Developed team communications and information for meetings.
- ❖ Maintain intercompany accounts as per IAS 11.
- ❖ Fixed assets management

CONTACT

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Anabil Tower (8th Floor) Plot-3, Block-NW(J), Kemal Ataturk, Gulshan-2, Dhaka-1212

LANGUAGES

English: Proficient
Bengali: Proficient

REFERANCE

Name: Md. Mainul Islam
Organisation: SMEC International Pty Limited.
Designation: Pipeline Engineer
1st Floor, House-166, Sector-02 (Opposite SOS, Shisu Polli), Upashahar Housing Estate, Rajshahi
Mobile: 01749789301
Relation: Professional

Name: Goutam Kumar Ghosh
Organisation: SMEC International Pty Limited.
Designation: Document Controller
1st Floor, House-166, Sector-02 (Opposite SOS, Shisu Polli), Upashahar Housing Estate, Rajshahi
Mobile: 01766776954
Relation: Professional

Accountant | Feb 2011– Jul 2014

Max Group BD

Tasks:

- ❖ Preparation of draft monthly accounts, Cash Management, Finance, Strategic Planning, Tax (VAT/ Customs Duty/ Income Tax) daily cash flow, weekly cash flow, general ledger, cash book, bank book, bank reconciliation statement prepare payroll for the staff budgets & fund request. BR Preparation of daily & monthly receipt & payment accounts. BR Monitoring the posting of all vouchers in ledger. BR Monitoring bank reconciliation of all bank accounts. BR Monitoring budget limit & advances. BR Managing overall central store. BR Monitoring daily & monthly BOQ materials BR Managing all the VAT, Tax & Customs related matters on behalf of company. BR Implement company policy to maintain international certificates. BR Plan, lead, organize and control supply chain team to achieve organization objectives. BR Ensure cost control through effective inventory Management. BR

EDUCATION

Masters, 2008

Master's in accounting

Dinajpur Govt College, Dinajpur
B. com (Honors), 2006

Honors in accounting

Dinajpur Govt College, Dinajpur

Professional affiliations

MBA Accounting University of Liberal Arts

Achievement

01. Project Name: Kalapara Gider Bridge Project
Project Value: 898,358,923
Employer Name: Bangladesh Bridge Authority (BBA)
Position: Central Accountant (Full Time)

02. Project Name: Jessore Gider Bridge Project
Project Value: 781,568,615
Employer Name: Bangladesh Bridge Authority (BBA)
Position: Central Accountant (Full Time)

03. Project Name: Magura Gider Bridge Project
Project Value: 599,034,705
Employer Name: Bangladesh Bridge Authority (BBA)
Position: Central Accountant (Full Time)

04. Project Name: Chinki Asugonj Railway
Project (Chinki Astana to Asugonj) : (Onsite)
Employer Name: Bangladesh Railway
Position: Site Accountant
Aug 2013 Till Oct 2017, Full Time

05. Project Name:
LCDL (Lakhsham Chinki Double Line Project) BR (Bangladesh Railway) (Chinki Astana To Lakhsham Railway's Station) : Onsite Jul 2011 Till Sep 2016, Full Time