

MD. SHAIKAT SHAIHID

Deputy Manager, Accounts & Finance

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Add:327/4/A Abeda Parvin, West Pirerbag, Mirpur, Dhaka-1216 Bangladesh



PROFILE

Accomplished Deputy manager in Accounts and Finance with over 15 years of expertise in financial operations and compliance. Demonstrated proficiency in fund management, financial reporting, and advanced accounting software like Tally and Sage. Enhanced operational efficiency through process streamlining and meticulous record-keeping. Recognized for delivering timely MIS reports and fostering collaboration across departments to align financial objectives with business strategies.

PROFESSIONAL EXPERIENCE

❖ TOTAL EXPERIENCE: ABOVE 14 (FOURTEEN) YEARS

Deputy Manager, Accounts & Finance

Mar 2022

Adex Corporation Ltd. (A concern of Adex Group)

Managed accurate data entry in Sage 50, recording all bank transaction, vouchers, journals, and receipts in the ledger. Collaborated with project teams and Accounts & Finance to enhance banking activities and communication. Oversaw fund management, coordinating with banks to optimize cash flow. Demonstrated attention to detail, improving financial reporting and operational efficiency.

- Utilized analytical skills to identify discrepancies and ensure compliance with accounting standards.
- Streamlined processes to enhance overall operational effectiveness.
- Contributed to timely financial reporting and improved accuracy.

Deputy Manager, Accounts & Commercial

Jul 2020 - Feb 2022

SALMA Filament Industries

Executed timely data entry in Tally ERP 9, enhancing financial reporting accuracy, Maintain meticulous records of bank transactions, vouchers and receipts. Managed cash book entries, ensuring all transactions reflected in the ledger. Oversaw LC-related transactions, ensuring compliance with regulations. Facilitated follow-up on Proforma Invoices and opened Letter of Credit (LC) for importers. Conducted checks on commercial documentation for imports, promoting seamless operations. Collaborated with Marketing and Merchandising to align financial and commercial objectives.

Senior Executive, Accounts & Finance

Apr 2011 - Apr 2019

Rancon Automobiles Ltd. (RANCON GROUP, Formerly RANGS GROUP)

Oversaw financial processes using software like Tally ERP 9, Managed bank positions and documentary credits, ensuring effective communication with bank authorities. Prepared daily MIS reports for informed decision-making and monitored banking and lease finance activities. Maintained accurate records of funded and non-funded liabilities, enhancing financial reporting integrity.

- Streamlined financial operations through software utilization.
- Improved banking communication for efficient fund mobilization.
- Delivered timely MIS reports for strategic oversight.
- Strengthened financial reporting accuracy through meticulous record-keeping.

EDUCATION

The Institute of Cost and Management Accountants of Bangladesh (ICMAB) Cost and Management Accountant Intermediate Level-I (IL-I) Running Student	09/2023 - 08/2028
Master of Business Administration (MBA) International Islamic University Chittagong (IIUC), Bangladesh Concentration: Finance and Banking	01/2007 - 01/2008
Bachelor of Business Administration (BBA) International Islamic University Chittagong (IIUC), Bangladesh Concentration: Finance and Banking	08/2002 - 12/2006
Higher Secondary School Certificate (HSC) Board: Rajshahi, Group: Science, Result: First Division	6/2000
Secondary School Certificate (SSC) Board: Rajshahi, Group: Science, Result: First Division	6/1998

TECHNICAL SKILL

Financial Reporting	Fund Management	Tally ERP 9	Sage 50
Bank Reconciliation	AP/AR management	GL Reconciliation	Team Collaboration
Process Streamlining	Compliance	Analytical Skills	

And also familiar with Tally Prime, IFS, SAP

COURSES

Professional Course in Chartered Financial Officer (PGDCFO) Institute: Bizz Solutions PLC	06/2022 - 06/2023
Post Graduate Diploma in Supply Chain Management (PGDSCM) Institute: CareersHub Bangladesh	09/2019 - 02/2020

PROFESSIONAL TRAINING

Training on Income Tax & Vat Management Institute: Chartered Technical Training Institute (CTTI)	12/2023 - 02/2024
Basics of Business Valuation (BBV) Institute: Bizz Solutions PLC Basics of Business Valuation (BBV) for a duration of 2 months.	12/2023
Training on Sales & Marketing Completed 4 Day's training on Sales and Marketing of Commercial vehicles.	02/2015
Training on IMPORT & EXPORT Institute: Certified Revenue Accounts and Finance (CRAB) Completed 2 Day's training on IMPORT & EXPORT with practical documents.	08/2019

PERSONAL STRENGTH

- **Interpersonal Skills**
Strong interpersonal skills with superb motivation and communication
 - **Work Ethic**
Ability to work under pressure and meet deadlines.
 - **Personal Attributes**
Team work, Confident and self-motivated
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LANGUAGE PROFICIENCY

English: Good (Speaking, Writing, Reading, Listening)
Bangla: Native Language

REFEREES

❖ **Md. Shafiqul Alam** FCMA, FCA, FCS, LL.B
Managing Partner & CEO
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Chairman, Bizz Solutions PLC
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