

# Muhammad Maruf Hossain

## Accounts & Finance Professional

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## Career Summary

Dynamic Accounts & Finance professional with 14 years of experience in accounting, financial reporting, VAT/TAX, budgeting, and audit coordination. Proven ability to maintain accurate financial records, ensure compliance, and support management with timely financial insights.

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## Special Qualifications

- Advanced Accounting Knowledge
  - Financial Analysis & Budgeting
  - Accounting Software Proficiency
  - Audit Handling
  - Banking & Financial Operations
  - Reporting Skills
  - Confidentiality & Accuracy
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## Work Experiences

### 1. Sr. Executive (Accounts & Finance)

Saic Group (October- 2024 to Present)

- Prepare daily, weekly, and monthly financial statements and ensure accurate bookkeeping
- Maintain day-to-day accounts, bookkeeping, and financial records with accuracy.
- Prepare monthly financial statements, MIS reports, and assist in budgeting & forecasting.
- Manage accounts receivable/payable, verify transactions, and ensure timely settlements.
- Handle bank reconciliation, journal entries, general ledger posting, and fund positioning.
- Maintain petty cash, expense records, and ensure proper documentation.
- Assist in Tax & VAT calculations, regulatory compliance, and timely submission of returns.
- Support internal/external audits, ensure compliance with company policies and financial standards.
- Review and process vendor bills, payments, invoices, and support procurement finance.
- Monitor project-wise cost, expenses, and prepare analytical financial reports.
- Coordinate with banks, branches, vendors, and inter-department teams on financial matters.
- Ensure proper filing, documentation, and safe record-keeping of all financial documents.

### 2. Accounts Manager

Bongo Properties Ltd. (Feb-2016 to Sep-2024)

- Prepare daily, weekly, and monthly financial statements and ensure accurate bookkeeping
- Prepare daily, weekly, and monthly financial statements and ensure accurate bookkeeping.
- Maintain clients' ledger, BO account transactions, and update all financial records in the system.
- Record, verify, and reconcile all cash, bank, and journal transactions.
- Handle petty cash management, expense tracking, and proper documentation.
- Assist in preparing VAT and Tax-related reports and ensure timely submission as per regulations.
- Support internal and external audits ensure compliance with DSE, CDBL, and regulatory standards.
- Monitor receivables and payables, prepare payment vouchers, and ensure timely settlements.
- Maintain all financial documents, invoices, vouchers, and supporting files in an organized manner.

- Coordinate with branches and Head Office regarding financial updates and reporting requirements.
- Prepare daily fund positions and assist in preparing management reports when required.
- Ensure proper compliance in all financial activities, maintaining accuracy and accountability.
- Assist the finance team with month-end and year-end closing activities.
- Communicate with banks regarding transactions, statements, and reconciliation issues.

### **3. Sr. Executive (Accounts)**

#### **Moshihor Securities Ltd. (Sep 2011 to Feb- 202016)**

- Prepare daily, weekly, and monthly financial statements and ensure accurate bookkeeping.
- Maintain clients' ledger, BO account transactions, and update all financial records in the system.
- Record, verify, and reconcile all cash, bank, and journal transactions.
- Handle petty cash management, expense tracking, and proper documentation.
- Assist in preparing VAT and Tax-related reports and ensure timely submission as per regulations.
- Support internal and external audits ensure compliance with DSE, CDBL, and regulatory standards.
- Monitor receivables and payables, prepare payment vouchers, and ensure timely settlements.
- Maintain all financial documents, invoices, vouchers, and supporting files in an organized manner.
- Coordinate with branches and Head Office regarding financial updates and reporting requirements.
- Prepare daily fund positions and assist in preparing management reports when required.
- Ensure proper compliance in all financial activities, maintaining accuracy and accountability.
- Assist the finance team with month-end and year-end closing activities.
- Communicate with banks regarding transactions, statements, and reconciliation issues.

### **Educational Qualifications**

#### **1. MBS (Accounting)-2010**

National University  
Second Class

#### **2. BCom (Accounting)-2007**

National University  
Second Class

#### **3. HSC (Business Studies)-2003**

Gazipur Cantonment Board College  
GPA- 3.1 out of 5.00

#### **4. SSC (Business Studies)-2001**

Gazipur Fazil Madrasah, B.S.K  
GPA- 4.00 out of 5.00

### **Courses & Training**

#### **1. Team Management & Leadership**

Saic Group

#### **2. Conflict Management & Critical Thinking**

Saic Group

### **Soft Skills**

- Communication;
- Emotional Intelligence;
- Organizing;
- Leadership & Teamwork;
- Time Management;

- Multi-tasking;
  - Problem Solving;
  - Ethical Integrity.
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### **Personal Details**

Date of Birth : March 1,1986

Nationality : Bangladeshi

Marital Status : Married

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### **References**

**1. Md. Mostafizur Rahman**

Assistant Vice President

Islami Bank Bangladesh Limited

Head Office, 20 Dilkusha C/A, Yusuf Chamber 8th floor Dhaka-1000

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**2. AHM Kamal Hossain**

Professional Trainer

Development Assistance

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### **Declaration**

I do hereby declare that, above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

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