



MD. SHAIKAT SHAIHID

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

CONTACT INFORMATION

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SUMMARY

With over 15 years of experience in accounting and finance management, I have a proven track record of ensuring compliance and managing financial operation efficiently. My expertise includes fund management, accounts receivable /payable, banking & Financial transaction, Financial Reporting and using advanced accounting software effectively. I thrive in dynamic environments and am committed to exceeding organizational expectations through robust financial practices.

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, self-motivated, and optimistic

CAREER OBJECTIVE

To be employed in a reputed organization where I can prove my creativity and competencies and also serve the organization effectively and efficiently to fulfill its optimum expectations.

CAREER SYNOPSIS

❖ **TOTAL EXPERIENCE: ABOVE FIFTEEN (15) YEARS**

Adex Corporation Ltd. (A concern of Adex Group) Dhaka, Bangladesh

Deputy Manager, Accounts & Finance 03/2022 - Present

- Ensure timely data entry in the accounting software 'Sage 50'
- Prepare, maintain, and enter all kinds of bank-related transactions, vouchers, journals, receipts, and payment vouchers.
- Coordinate with project teams and Accounts & Finance department regularly & related banking activities.
- Manage funds and coordinate with banks for fund movement and monitoring
- Handle cash management, accounts receivable and payables fund management, managing day-to-day financial transactions.

SALMA Filament Industries

Dhaka, Bangladesh

Deputy Manager, Accounts & Commercial 07/2020 - 02/2022

- Ensure timely data entry in the accounting software 'Tally ERP 9'
- Prepare and maintain bank-related transactions and entry of all business transactions
- Follow-up on PI, opening LC for imports, and complete checking of commercial documentation
- Coordinate with Marketing & Merchandising department for shipment schedules and fund management
- Verify & approve various bills and vouchers
- Recording and reporting all inter-company transactions & maintaining the accurate and timely processing of general ledger reconciliation and journal entries
- Maintaining accounting operations, such as accounts payable/receivable, cash receipts and treasury.
- Maintaining bank accounts and corresponding with the bank.
- Any other tasks related with Finance & Accounts and Operations.

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

Senior Executive, Accounts & Finance 04/2011 - 04/2019

- Operated computerized internationally recognized software 'IFS', 'TALLY, ERP'9' and SQL Server 2008
- Handled bank positions and documentary credits
- Prepared daily MIS Reports and maintained daily banking activities
- Prepare Salary statement & confirmation to the payment of outstanding bills as well as adjustment entries
- Engaged with auditors and prepared financial statements
- Managed import processes including local and foreign procurement
- Maintain & record funded and non-funded liabilities like L/C Related transactions & posting to software.
- Prepare monthly sales & collection report as well as credit & overdue report.

PERSONAL SKILLS

Accounting Software Proficiency

Tally ERP9, Sage 50 and Also familiar with Tally Prime, IFS, SAP

Data Management, Communication skills, Time Management, Financial Analysis, Collaboration, Commitment to Professional Development

TRAINING

Training on Income Tax & Vat Management

Completed the workshop on income tax & vat management for a duration of 3 months from Chartered Technical Training Institute (CTTI).

Basics of Business Valuation (BBV)

Basics of Business Valuation (BBV) for a duration of 2 months.

Training on Sales & Marketing

Completed 4 Day's training on Sales and Marketing of Commercial vehicles.

Training on IMPORT & EXPORT

Completed 2 Day's training on IMPORT & EXPORT with practical documents.

LANGUAGE SKILL

English: Good Proficiency in English Speaking, Writing, Reading, Listening

Bangla: Native Language

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft
- PowerPoint
- Internet

INTERESTS

- Travelling
- Cricket
- Football
- Fishing
- Hanging out with family & friends

EDUCATION

Cost and Management Accountant 09/2023 - 08/2028
Intermediate Level-I (IL-I) Running Student
The Institute of Cost and Management Accountants of Bangladesh (ICMAB)

Master of Business Administration (MBA) 01/2007 - 01/2008
International Islamic University Chittagong (IIUC) Bangladesh
Concentration: Finance and Banking

Bachelor of Business Administration (BBA) 08/2002 - 12/2006
International Islamic University Chittagong (IIUC) Bangladesh
Concentration: Finance and Banking

Higher Secondary School Certificate (HSC) 6/2000
Board: Rajshahi, Group: Science, Result: First Division

Secondary School Certificate (SSC) 6/1998
Board: Rajshahi, Group: Science, Result: First Division

COURSE

Professional Course in Chartered Financial Officer (PGDCFO)
Duration: 1 (One) year
Institute: Bizz Solutions PLC

Post Graduate Diploma in Supply Chain Management (PGDSCM)
Duration: 6 (Six) Months
Institute: CareersHub Bangladesh and Certification by Melbourne Metropolitan College

PERSONAL DETAILS

Father's Name: Md. Shahidul Islam
Mother's Name: Mst. Shahana Parvin
Permanent Address: Vill: Moulahabaspur, P.O. Jogswore, P.S. Bheramara, Dist: Kushtia
Nationality: Bangladeshi
Date of Birth: 01st February'1984
Blood Group: O Positive
Marital Status: Married

REFEREES

❖ **Md. Shafiqul Alam FCMA, FCA, FCS, LL.B**
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