

Khan Md Zahid

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Summary

Results-driven finance professional with 6 years of experience in financial management, reporting, and analysis. Currently serving as Senior Executive Finance at Norwest Industries Limited, with proven expertise in leveraging advanced tools such as Excel, Power BI, SAP, XERO, and Tally to optimize financial processes and deliver actionable insights. Semi-qualified ACCA at the Strategic Professional level, demonstrating strong technical knowledge and compliance with international accounting standards. Adept at streamlining operations, improving cost efficiency, and supporting strategic decision-making. Recognized for analytical problem-solving, attention to detail, and collaborative approach in dynamic business environments.

EXPERIENCE

Norwest Industries Ltd | *Senior Executive Finance and Accounts* **October 2024 – Present**

- Record business-related financial transactions accurately and on time using the SAP system.
- Performed month-end close activities, ensuring accurate and timely financial reporting.
- Implemented expense tracking system, resulting in a significant reduction in processing time.
- Managed accounts receivable and payable processes, optimizing cash flow and minimizing delinquent payments.
- Conducted variance analysis and provided recommendations to senior management for cost control.
- Assisted in the preparation of annual audit schedules and supported auditors during the review process.
- Maintained fixed asset register for both purchased and leased assets. Prepared leased asset schedules and processed journals for leasehold assets.
- Performed the preparation of ACH, wires and payment batch uploads
- Assist with internal and external audits, including responding to queries
- Ensure timely and accurate submission of all required tax and financial documentation helping the organization to claim timely refunds
- Collaborate with relevant departments to ensure accurate financial and operational reporting.

The WAY Dhaka | *Senior Finance Executive* **May 2023 – July 2024**

- Responsible for accurate and timely reconciliation of accounts receivable and payable data
- Reconciled daily revenue, cash received, commissions paid being recorded with guest check out reports.
- Conducts analysis of accounts receivable invoices and receipts; determines accuracy of information in accounts receivable system and identify any issues or errors
- Notifies supervisors of any issues and ensure follow-up action when necessary
- Ensures all transactions for the monthly period were accounted for at month end and close within the expected time
- Processes payments, invoices, income and receipts and enters data into accounting software or databases then preserves hard copies
- Reconciles bank and income statements
- Develops monthly financial statements including cash flow, profit and loss and balance sheets
- Adheres to corporate standards and procedures in reconciliation activities
- Perform additional duties and projects as assigned by management

Deloitte Bangladesh | *Executive (Audit & Assurance)* **January 2022 – September 2022**

- Lead audit effort in various business processes including Revenue, PPE, procure to Pay, Treasury, and Debt, with risk assessment, design of audit procedures to sufficiently address risk, and substantive testing

- Consulted with client's personnel to obtain an understanding of the client's business model, established audit objectives and materiality, scoped in relevant audit assertions, and designed and conducted test of details (TOD), test of controls (TOC) and substantive testing to detect material misstatements in the financial statements
- Design and execute procedures to assess the design, implementation, and operating effectiveness of the client's internal control over financial reporting and communicate findings to engagement team leadership
- Assist clients in the preparation of financial statements in accordance with IFRS, local corporate laws, and directives of regulatory authorities
- Drafted audit reports for review by the lead auditor and senior managers
- Finalized the assurance engagements including preparation of audit deliverables and resolved audit differences/queries and took appropriate actions
- Coached junior staff members and interns in task preparation and assist in reviewing work papers to ensure testing objectives and appropriate conclusions are met

M M Rahman & Co. Chartered Accountants | *Articled Student*

July 2015 – July 2019

- Lead audit effort in various business processes including Revenue, PPE, procure to Pay, Treasury, and Debt, with risk assessment, design of audit procedures to sufficiently address risk, and substantive testing
- Consulted with client's personnel to obtain an understanding of the client's business model, established audit objectives and materiality, scoped in relevant audit assertions, and designed and conducted test of details (TOD), test of controls (TOC) and substantive testing to detect material misstatements in the financial statements
- Design and execute procedures to assess the design, implementation, and operating effectiveness of the client's internal control over financial reporting and communicate findings to engagement team leadership
- Finalized the assurance engagements including preparation of audit deliverables and resolved audit differences/queries and took appropriate actions

EDUCATION

ACCA (Association of Certified Chartered Accountant) | *Strategic Professional Level*

February 2018 – Present

- 1 paper left (Advance Financial Management)
- Four-time National Prizewinner (AA, TX-UK, FR, FM)
- Completed 11 papers in first attempt

ICAB (Institute of Chartered Accountant Bangladesh)

December 2021

- Certificate Level

IAL | Dhanmondi Tutorial (*Pearson Edexcel*)

February 2012 – January 2014

- Subjects: Chemistry(B), Physics(B), Mathematics(B)

IGCSE | Dhanmondi Tutorial (*Pearson Edexcel*)

January 2009 – January 2012

- Subjects: Accounting (A*), Economics (A), Chemistry(A*), Physics(A), Maths B (A*), Pure Mathematics(A), Bengali(A), English(C)

SKILLS

Software tools : MS 365, SAP, Xero, Tally

Technical Skills: Strong

Accounting principles :Attention to details, analytical and problem solving, IFRSs

Accounting proficiency: Advance

Communication :English written and oral communication

Language proficiency: Strong

CERTIFICATIONS

- ACCA Advanced Diploma in Accounting and Business
- ACCA Diploma in Accounting and Business (RQF Level 4)