

Riyadh Mahmud Emon

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Professional Profile

Results-driven accountant with over 12 years of experience managing day-to-day accounting, financial reporting, and ledger reconciliations for companies with revenues exceeding 100M. Proficient in Oracle ERP, TallyPrime, QuickBooks, and Xero, with a proven track record in budgeting, forecasting, and ensuring compliance with regulatory standards. Adept at leading teams, optimizing processes, and delivering accurate financial statements to support strategic decision-making.

Core Competencies

- Day-to-Day Accounting & Ledger Management
- Financial Reporting & Analysis
- Budgeting, Forecasting, and Financial Planning
- Regulatory Compliance & Auditing
- Team Leadership & Training
- Oracle ERP, TallyPrime, QuickBooks

Professional Experience

Assistant Manager, Accounts

Delta AgroFood Industries Ltd., Dhaka

January 2025 – Present

Manage accounts and produce monthly, quarterly, and yearly financial reports, overseeing balance sheet reconciliations and a team of six.

- Ensured accurate ledger postings and reconciled financial data using accounting software.
- Supported budgeting and forecasting activities to align with company goals.
- Maintained compliance with company policies and regulatory requirements.

Streamlined monthly, quarterly, and yearly financial reporting processes, reducing preparation time by 25% through optimized ledger management.

Key Achievements:

- Led a team of six to successfully reconcile balance sheets with zero discrepancies, enhancing financial accuracy for senior management reviews.

- Implemented advanced accounting techniques to manage day-to-day postings, improving operational efficiency by 20%.
- Developed and enforced compliance protocols, ensuring adherence to regulatory standards and company policies across all financial activities.

Assistant Manager, Accounts

Metrocem Group, Dhaka

June 2022 – January 2025

Supported monthly close processes and balance sheet reconciliations for a cement and steel producer, managing a team of nine and reporting to the Finance Director.

- Managed day-to-day accounting postings and ledger adjustments in ERP, including rebates, damages, and trade commissions.
- Assisted in budgeting, forecasting, and financial planning, presenting reports to senior management.
- Conducted bank reconciliations and managed cash flow reporting.
- Ensured compliance with company policies, ethics, and regulatory standards, training the team accordingly.
- Collaborated with actuarial teams to support month-end data management.

Key Achievements:

- Implemented ERP tools, replacing manual processes and boosting efficiency by 30%.
- Reduced accounting discrepancies by 41% through detailed ledger analysis.
- Delivered cost-saving strategies via optimized financial planning.

Senior Executive, Accounts

Tafrid Cotton Mills, Dhaka

January 2022 – May 2022

Prepared and reconciled month-end, quarter-end, and year-to-date income schedules for a textile manufacturer.

- Managed financial statements, including balance sheets and income reports.
- Reconciled money receipts against sales orders and distributor statements.
- Trained junior accountants to meet performance targets and ensure compliance.
- Supported external audits and ad-hoc financial projects.

Key Achievements:

- Streamlined invoicing processes, reducing manual hours by over 50 per week.
- Implemented accounting software to enhance data accuracy and reporting speed.

Articled Student

Shafiqe Basak & Co. Chartered Accountants, Dhaka

January 2019 – December 2021

Provided accounting and auditing services to diverse clients, supervising teams and reporting to the senior partner.

- Prepared financial forecasts and project proposals for client financing.
- Ensured regulatory compliance and submitted tax documentation.
- Analyzed variances to improve client profitability.

Key Achievements:

- Accelerated management accounts production by 2 days using advanced tools.
- Reduced client costs through strategic financial analysis.

Officer, Finance

Incepta Pharmaceuticals, Dhaka

September 2013 – December 2018

Supported finance team with accounting and reporting activities, optimizing data quality.

Education & Training

CA-CC (Professional Level)

Shafiqe Basak & Co., Dhaka, via Institute of Chartered Accountants of Bangladesh (ICAB)

2019 – 2021

Modules: Audit, Accounting, Financial Management, Tax, VAT, IT, Budgeting, Financial Statements.

MBA in Finance and Banking

University of Rajshahi

2009 – 2010

Modules: Advanced Finance, Financial Statement Analysis, Budgeting, Taxation.

BBA in Finance and Banking

University of Rajshahi

2006 – 2009

Modules: Finance, Accounting, Management Accounting, Financial Analysis.

HSC

BAF Shaheen College, Jessore

2003-2005

Modules Include: Math, Chemistry, Physics

SSC

Jessore Zilla School,

2003

Modules Include: Math, Chemistry, Physics and Social Science.

Courses & Certifications

- Advanced Application of Computer Applications for Office and Statistics, Rajshahi University (3 Months, Certificate: 2010).
- Value Added Tax and SD Act 2012, DRC, ICAB (2 Weeks, Certificate: 2021).

Additional Information

IT/Software Proficiency: Oracle ERP, Microsoft Office, TallyPrime, Tally ERP 9, QuickBooks, Manager.IO, SAP-FICO, SPSS.

Languages: English (Fluent), Bangla (Fluent).

Special Skills: Strong presentation skills, team leadership, and program management.

References

Mr. Sheikh Zahidul Islam FCA

Proprietor, SKZ Islam & Co., Chartered Accountants

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Dr. Habiba Siddika

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Declaration

I certify that the information provided is accurate and can be supported by authentic documents if required.



Riyadh Mahmud Emon