

## Shahidul Islam

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### Career Summary:

- Accomplished Accounts and Finance professional with over 10 years of progressive experience in accounting, audit, and financial management.
- Proven expertise in leading high-performing teams, streamlining financial operations, and ensuring compliance with Tax, VAT, and regulatory requirements.
- Skilled in managing accounts payable/receivable, cash and bank operations, ERP systems, and financial reporting, with a strong track record of improving efficiency, accuracy, and operational effectiveness.
- Adept at rising dashboards, unit-wise reports, & data-driven insights to support strategic decision-making.
- Recognized for flexibility, reliability, and commitment to delivering exceptional results in dynamic and challenging environments.

### Objective:

- To work as a Deputy Manager (Accounts & Finance) applying expertise in accounting, audit, and financial management.

### Key Proficiencies:

- |                                  |                            |
|----------------------------------|----------------------------|
| • Financial Reporting & Analysis | • Tax & VAT Compliance     |
| • Team Leadership                | • Process Improvement      |
| • Accounts Payable & Receivable  | • Financial Documentation  |
| • ERP & Accounting Systems       | • Budgeting & Cost Control |
| • Cash & Bank Management         | • Reporting Dashboards     |
| • Audit & Assurance              | • Regulatory Compliance    |

**Date of Birth:** 27<sup>th</sup> January 1991

**NID:** 19914810223000155

### Job Experience:

Asst. Manager (Accounts & Finance) **Noman Group**

Jan'21 to till now

- Lead and supervise a team of 3 finance staff, ensuring smooth workflow and timely task completion.
- Maintain & organize financial records, including general ledger, journal vouchers, & accounts papers.
- Enter, update, and reconcile financial data in ERP systems for accurate reporting.
- Handle accounts payable and receivable, verify invoices, and reconcile accounts with the general ledger.
- Manage cash payments, bank reconciliations, salary sheets, and export collections.
- Prepare daily, monthly, and unit-wise reports, including production, sales, and collection dashboards.
- Maintain LC registers, monitor bank charges, correspond with banks, and execute ad-hoc running preps.

### Achievements:

- Consistently achieve **90%** KPI success while leading the finance team.
- Streamline accounting processes, reducing errors and enhancing operational efficiency.
- Improve timeliness and accuracy of accounts payable/receivable, ensuring smooth cash flow.
- Implement structured processes for cash payments, reunions, & export collections, abating differences.
- Develop full dashboards & unit-wise financial reports, enabling data-driven decision-making.
- Maintain flawless compliance in LC operations and banking correspondence, reducing financial risks.
- Recognized for flexibility & reliability in managing ad-hoc preps, enhancing operational efficiency.

Sr. Executive (Accounts), **Tafrid Cotton Mills Ltd**

Feb'18 to Dec'20

- Maintained financial records, including ledger, journal vouchers, and accounts payable/receivable.
- Managed ERP data entry, transaction posting, and the generation of various reports.
- Oversaw cash payments, bank reconciliations, export collections, and bill vouchers.
- Prepared salary sheets, sales reconciliations, and unit-wise production, sales, and collection reports.
- Handled Back-to-Back & Import LC registers & coordinated with banks on charges, commissions.

**Achievements:**

- Achieved 85% of KPI targets consistently, demonstrating efficiency & accuracy in accounting operations.
- Efficient accounts payable & receivable methods, ensuring timely vendor payments & client collections.
- Enhanced financial reporting accuracy and prepared actionable insights for management.
- Reconciled daily cash and bank transactions, reducing discrepancies and ensuring compliance.
- Developed dashboards & unit-wise reports, improving transparency & cross-department statement.

Sr. Executive (Audit & Consultancy), **G. Kibria & Co Chartered Accountants**

Jan'15 to Feb'18

- Led a team of 23 professionals, ensuring timely and accurate audit and consultancy delivery.
- Implemented audit & assurance practices for banks and financial institutions, improving compliance.
- Managed Tax, VAT, & office matters, keeping regular communication with authorities for compliance.
- Prepared documentation for assessments and assisted in financial reporting and analysis.
- Performed additional tasks as assigned, consistently following ICAB guidelines & structural standards.

**Academic Qualification:**

- MBS in Accounting from National University with First Class, Marks 61% in 2013.
- BBS in Accounting from National University with Second Class, Marks 59% in 2012.
- HSC in Business Studies from Kobi Nazrul Govt. College, Dhaka, with First Division in 2008.
- SSC in Business Studies from Austrogram Pilot High School with First Division in 2006.

**Professional Qualification:**

- Income Tax Practitioner Exam, National Board of Revenue (NBR), Passed 2025
- Chartered Accountancy Course, The Institute of Chartered Accountants of Bangladesh (ICAB), in 2018.

**Training:**

- Auditing Banks & Financial Organizations – 2-day training, G. Kibria & Co., Bangladesh (2016)
- Accounts, Finance & Audit (Tax, VAT, Income Tax) – 3-day training, ICAB, Bangladesh (2015)

**Extra-Curricular Activities:**

- Conducted audit engagements for Red Crescent Society Bangladesh and Northwestern University, gaining practical experience in financial and compliance practices.

**Soft Skills:** Teamwork, Convincing, Inspiring, Influencing, Negotiation, & Leadership Skills.

**Computer Skills:** Sound in Microsoft Word, Excel & PowerPoint Presentation

**Language:** Fluent in both Bengali and English.

**References:**

1. A.K. Golam Kibria FCA, Managing Partner, G. Kibria & Co Chartered Accountants  
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**Signature:**

**Date:**