



Asma Begum ACMA

Cost & Management Accountant

PROFESSIONAL EXPERIENCE

Highly experienced finance professional with over 5 years of expertise in cost and management accounting, bookkeeping, payroll, and financial reporting. Adept at using QuickBooks, Xero, ERP, and other accounting software. Skilled in financial modeling, reconciliation, and tax planning. Extensive knowledge of GAAP/IFRS standards and cross-border transactions. Proven track record of optimizing business efficiency through cost reduction and strategic analysis. Seeking international or remote opportunities to contribute to organizational success in dynamic global environments. Extensive experience in financial modeling and conducting comprehensive business analyses to support strategic decision-making and operational efficiency. Background in meticulous bookkeeping practices and leading efficient teams for large projects to ensure accurate financial transaction recording

WORK EXPERIENCE

Adjunct Faculty Member

The Instituted of Cost and Management Accountants of Bangladesh.


June 2021 to Continue

- Teach courses in International Business, Financial Operations, and Legal Environment.
- Develop innovative curriculum materials to increase student engagement.
- Mentor students on academic and career goals, including course selection and post-secondary planning.
- Participate in professional development to apply best practices in teaching and workplace standards.

Accounts in Charge -Chittagong Branch Banglalion Communication Ltd


June 2017-2020

- Handle income statements, balance sheets, and cash flow statements while upholding accounting standards.
- Predict performance based on market trends and expenses to create branch budgets.
- Manage accounts payable and receivable: Handle invoicing, billing, and collections.
- Control costs, review expenditures, and ensure budget adherence.
- Set up internal controls for asset protection and regulatory compliance.
- Supervise payroll calculations and distribution.
- Optimized supply chain operations, ensuring timely delivery of products while minimizing logistics costs.
- Reported issues to higher management with great detail.
- Updated and resolved incidents and managed accessorize charges objectively while maximizing profit.
- Reduced financial inconsistencies while assessing and verifying billing invoices and expense reports

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 Capt. M. A Malek Building, (3th floor), House No-07, Road No-4, Lane-2, Block-K, Halishahar Housing Estate. Chattogram,-4108

Competent

- Financial Reporting & Analysis
- Bookkeeping & Reconciliation
- Cost Reduction & Budgeting
- Payroll Management (US/UK)
- Data Entry & Financial Systems (QuickBooks, Xero)
- Tax Planning & Compliance
- GAAP/IFRS Standards
- Cross-Border Transactions
- Team Leadership & Staff Mentoring
- Financial Modeling & Analysis
- VAT ACT 2012
- Machine Learning & Data Visualization (Python)

Technical Skills

- QuickBooks, Xero, ERP
- Payroll Bookkeeping
- Dext Clean, Hubdoc
- MS Office Suite
- Python (Data Science, Machine Learning)

Languages

- English
- Bangali

Certification

2024-08 Data Science Analysis
2024-01 Xero Advisor
2023-12 QuickBooks Advance
Advisor
2023-11 QuickBooks Pro Advisor

Chittagong Stock Exchange Ltd -Internship August 2016 - February 2017

The topic of the internship report is 'Corporate Governance Practices & Financial Reporting in Bangladesh: A Study of Public Ltd Companies Listed with Chittagong Stock Exchange Ltd'. Analysis sector wise 50 Public Limited Companies annual report.

- Assist in the planning and executing of the company events, resulting in increased employee engagement and satisfaction
- Sorted and organized files, spreadsheets, and reports..
- Supported staff members in their daily tasks, reducing workload burden and allowing for increased focus on higher-priority assignments

Accounts Executive Peninsula Garments Ltd-Sister Concern Sunman Group

June 2014 - July 2016

- Prepare and present accurate financial reports, ensuring adherence to accounting standards.
- Track production costs and identify opportunities for cost reduction.
- Optimize inventory levels and coordinate with production and procurement teams.
- Manage payment processing and monitor overdue accounts.
- Assist in budget preparation and variance analysis.
- Supervised accounts payable and receivable invoicing, billing, and collections.
- Monitor expenses, control costs, review expenditures, and ensure budget adherence.
- Analyze financial data to suggest improvements and efficiencies.
- Set up controls for asset protection and regulatory compliance.

Professional Qualification

The Instituted of Cost and Management Accountants of Bangladesh.
June 2011 - 2017

Associate Membership Number: A-1393

Academic Qualification

Jan 2019 to till date

- Association of Chartered Certified Accountants (ACCA)
900 Marks Completed out of 1300 Marks ACCA Global, UK

- Master of Commerce (Management)

Jan 2002 to 2004

Government College of Commerce, Chattogram, Bangladesh

Reference

Mr. Mohammed Jahangir Alam , FCMA

Director & CEO

LIVERnGEAR Ltd

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