

ABDULLAH AL MARUF

Accountant, Financial Analyst

I am a professional accountant with 5+ years of professional experience working in various successfully growing companies. I can offer expertise in evaluating company performance, creating thorough financial reports, managing cash flow, and converting complicated data into useful information to meet organizational objectives. Currently I am looking for a role where I can leverage my acquired financial knowledge to drive business goals through strategic financial development initiatives.

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Organization: **Arogga Limited**

Designation: **Sr. Executive - Finance & Accounts**

Duration: July 2024 – Current

- Managing the general accounting function such as monitoring & reviewing daily bank and cash transactions, reviewing monthly reconciliation of bank.
- Ensure proper accounting operations, such as accounts payable/receivable, general ledger, cash receipts, treasury, and revenue and expenditure analysis
- Ensure accounting financial objectives by forecasting requirements, Prepare and update Financial Report (i.e. Projection Report, Inventory Audit, MOM Revenue Analysis, P&L, BS etc.) as per management requirements.
- Checking of suppliers and vendors bill and arrange payment systematically.
- Work with the Technical department to improve & automate reporting procedures to ensure accurate data receive and help prepare effective reports.
- Input all financial transactions into the Tally & Arogga ERP Software, including invoices, bills, expenses, and bank transactions.
- Collaborated with the tech team to validate financial system integrity, ensuring accurate revenue recognition, proper cost allocation (COGS), and reconciliation of receivables in full compliance with IFRS standards.

ACHIEVEMENTS

- Design and execution of a standardized Chart of Accounts, ensuring alignment with operational and technological processes to streamline financial reporting and compliance
- Assist in internal and external audit processes, ensuring complete transparency and regulatory compliance.

Organization: **Doctime Limited**

Designation: **Sr. Executive, Accounts & Finance**

Duration: January 2021 – October 2023

- Record and review the accounts in Xero Software and report to the CFO and MD on every month.
- Communicate with suppliers to deduct TDS & VDS and deposit in Govt treasury and provide challan copies.
- Ensure all the compliance as a Limited company and prepare FS and audit by external auditor on time.
- Maintain Fixed Asset Register & Audit, report damaged & lost items, calculate depreciation.
- Maintain petty cash management and Bank accounts with internet banking (monthly make payments to 400 Freelancer Doctors and 70+ permanent Employees).
- Conducted financial due diligence (Five Times) and completed annual audits (Three times) to maintain the company's financial integrity and compliance.
- Prepared monthly/annual budgets and monthly management information system (MIS) reports.
- Prepared and maintained financial models and charts of accounts to streamline reporting procedures.
- Successfully introduced the International Financial Reporting Standard (IFRS) 16 across all company locations.

ACHIEVEMENTS

- Introducing New MIS and Budgeting format.
- Ensuring on-time monthly Budgeting.
- Completed five financial due diligence and three annual audits.

Organization: *E-valy.com Limited*

Duration: February 2019 – December 2020

Designation: **Executive, Accounts (Billing Dept.)**

- Collecting daily reports from KAMs and analyze the data.
- Prepare vendors weekly/monthly bills & processing for payment to the treasury department.
- Check & verify all transactions before entry in the ledger. (Delivery report, PO, Bill/Invoice attachment, System data etc.)
- Communicate with warehouse managers to ensure that they can collect the 6.3 Mushak Challan when the products are inbounded from Vendors.
- Communicate with the respective KAM & BDM to solve various issues related to VAT-TAX in business.
- Coordinate with other vendors & solve legal issues (if any).
- Report all relevant matters to Management.
- Reviewed and implemented proper accounting and financial controls, including internal control systems.
- Segregated and reconciled system, SSL, and bKash data with bank and system master data on a monthly basis.

ACHIEVEMENTS

- Collaborated with the tech team to update and resolve various financial-related issues.
- Developed software systems to provide critical financial and operational information for the Top Management to make the actionable plan for smooth operations of the company.

Organization: *Sindabad.com*

Designation: **Executive (Accounts & IT)**

Duration: June 2016 – October 2018

- Performing monthly bank reconciliation.
- Aid to Maintaining sales & purchase ledger. Responsible for cash receive and banking.
- Bookkeeping, generate day to day transactions, prepare a monthly Prepare the Company's Full Set of Account Documents.

ACHIEVEMENTS

- Originated & launched territory database including the area's route mapping, retailer registration, POS (Point of Sale) creation, code activation/deactivation, etc.
- Prepare and consolidate the client's full set of accounts, ensuring the quality of financial reports.

PROFESSIONAL SKILLS

Accounting - Financial Reporting (IAS, IFRS), Cost & Management Accounting, Budgetary System, Performance Management, Creative Accounting. TAX and VAT.

E-commerce - E-commerce business & process flow, a large number of data handling, Revenue Modeling, Effective integration with other departments.

Audit & Assurance - Bridging and Internal & External Audit, ISA, Review, Inventory Audit

Risk Management - Internal Control System Development, Corporate Governance, Compliance, Risk Management, Process & Controlling Risk, Operating procedure.

MS Office Package- MS Excel, MS Word, MS Powerpoint

Accounting, ERP & E-commerce Software - Xero, Tally, ZOHO Books Online accounting Software, G-Sheet.

EDUCATION

Master of Business Administration - Dhaka College (Affiliated with University of Dhaka), Result: 3.17 (4 scale) (2021)

Bachelor of Business Administration - Dhaka College (Affiliated with University of Dhaka), Result: 3.39 (4 scale) (2019)

Higher Secondary Certificate (HSC) - Science, Dhaka Board, Result: GPA: 4.80 (2013)

Secondary School Certificate (SSC) - Science, Dhaka Board, Result: GPA: 5.00 (2011)

TRAINING & WORKSHOP

Practical Accounting & Finance- Organized by: Bizz Solutions PLC (2024)

VAT & TAX Management- Organized by: VATCONS BD (2025)

Xero Basic to Advance- Organized by: CodersTrust (2024)

Excel Data Smart Training- Organized by: Excel Bangla, Trainer: Mahbubul Huq (2023)