



**RESUME OF
MD. KERAMOT ALI**

Present Job Status: Manager
Internal Control & Compliance
Fareast Finance & Investment Limited
Eunoos Centre-level-8,
52-53, Dilkusha Commercial Area,
Dhaka-1000.

Residential Address:
Rangpur Villa, Flat-B3,
(3rd floor), 35/2, Azimpur Road
Azimpur, Dhaka-1205.
Bangladesh
Cell – 01716150180, 01977334516
E-mail: ali.keramot@yahoo.com

KEY PERFORMANCE & STRENGTH

Several years' proven experience in Finance, Human Resources and Internal Control & Compliance related job in Financial Institution with a culture of individual transparency and accountability in a cross functional management team:

- ❖ Development and implementation of Financial Reporting Manual (in BD), in compliance with corporate requirements, IFRS, ISA and other applicable laws and regulation, administrative services, PF, gratuity rules etc.
- ❖ Due diligence investigation and consulting service of referred clients and communicating with Bangladesh Bank, SEC for giving necessary service to the client offices.
- ❖ Proficient in restructuring transaction with a view to meet corporate and employees tax requirements
- ❖ Sound in International Standards on Auditing, International Accounting Standards, International Financial Reporting Standards and local law, rules & regulations.
- ❖ Compliance of International Financial Reporting Standard, rules and regulations of Bangladesh Bank, Security Exchange Commission in case of preparation of Financial Statements.

EXPERIENCE

Total Job Experience: 5.50 years

Present Position: Manager, Internal Control & Compliance

Duration: 1.00 year.

Fareast Finance & Investment Limited,

Eunoos Trade centre (8th level), 52-53, Dilkusha commercial Area, Dhaka-1000.

Major Responsibilities

- ❖ Ensure the compliance of Bangladesh Bank guideline, The Financial Institution Act and Rules, Income Tax Ordinance 1984, VAT Act, rules and regulations of Bangladesh Securities and Exchange Commission.
- ❖ Conduct internal audit on different departments.
- ❖ Compliance with the BASEL-II requirement of Bangladesh Bank
- ❖ Ensure the compliance of the Board directives.
- ❖ Ensure the compliance of Bangladesh Bank's rules and regulations and submitted internal audit report.
- ❖ Assists to prepare annual financial statements
- ❖ Monitor timely submission of different reports to the Bangladesh
- ❖ Preparation of various kind of Manual like Complaint Management Manual of FFIL, Operational Risk Management Manual of FFIL and Internal Audit policies and procedures Manual of FFIL.
- ❖ Perform the activities of the head of Risk Analysis Unit (RAU) to the committee of Risk Management Forum (RMF) as per Bangladesh Bank's directive and guideline.
- ❖ Developed Internal Risk Matrix and Early Alert System for FFIL.

Assistant Manager & Manager, Finance & HR

Duration: 2.33 years & 2.17 years.

Fareast Finance & Investment Limited,

Eunoos Trade centre (8th level), 52-53, Dilkusha commercial Area, Dhaka-1000.

Major Responsibilities as part of Finance related works

- ❖ Closing the books of Accounts for monthly, quarterly, Half-yearly and annually for the FIs.
- ❖ Rental Management (collecting, depositing and recording cash and cheques from the clients)
- ❖ Preparing Bank reconciliation statements
- ❖ Petty cash management
- ❖ Recording, depositing and submitting Tax and VAT to the appropriate authorities.
- ❖ Dealing with the external auditors during annual and half yearly audit
- ❖ Preparing all monthly, quarterly, half-yearly and annual reports required by the regulatory authorities
- ❖ Recording capital market operation and preparing analytical report on this
- ❖ Preparing overdue analysis report
- ❖ Preparing **Stress Testing** report for Banks and FIs.
- ❖ Preparing **Classification report** for Banks and FIs.

Major Responsibilities as part of Human Resource Management related works

- ❖ Working for preparation of better Human Resource Planning
- ❖ Supporting for formulation of Human Resource Policies
- ❖ Dealing with Salary and Benefit Administration
- ❖ Acquainted with Human Rights and Labour Laws
- ❖ Dealing with Recruitment, Selection and Orientation
- ❖ Performance Management
- ❖ Training and Staff Development
- ❖ Communications and Counselling

ACADEMIC BACKGROUND

Cost Management Accountant (CMA)-Intermediate level (1200 marks out of 2000)
Institute of Cost and Management Accountants of Bangladesh (ICMAB)

MBA in Accounting & Information Systems: CGPA 3.56 out of 4.00
University of Dhaka in 2007

BBA in Accounting & Information Systems: CGPA 3.70 out of 4.00
University of Dhaka in 2006

HSC in Commerce : 1st division (813 out of 1000), Aminur Rahman Degree College,
Mohammadpur, Magura in 2002

SSC in Science : 1st division (706 out of 1000), RSKH Institution, Mohammadpur,
Magura in 2000.

PROFESSIONAL TRAINING

- Successfully participated in 1 month professional training on Corporate Affairs management from the institute of chartered secretaries of Bangladesh (ICSB) and obtained certificate.
- Successfully participated in 1 day training of Income tax and VAT from IAT and obtained certificate
- Successfully participated in 2 day long training program named “BASEL-II & BASEL-III implementation in Bangladesh” conducted by Bangladesh Bank Training Academy (BBTA) and obtained certificate.
- Successfully participated in 1 day long training program named “Stress Testing” implementation in Bangladesh” conducted by Bangladesh Bank Training Academy (BBTA) and obtained certificate
- Successfully participated in 3 days training on the basics of financial institutions from BLFCA and obtained certificate
- Successfully participated in 1 day training on the tools for risk management in NBFIs from BLFCA and obtained certificate.

LANGUAGE PROFICIENCY

	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
a. Bengali	Excellent	Excellent	Excellent
b. English	Excellent	Excellent	Excellent

COMPUTER LITERACY

Microsoft Window based Microsoft word and Microsoft Excel, PowerPoint etc.

PERSONAL PARTICULARS:

Father- Al-Haj Md. Akkas Ali Mollah

Mother- Mrs. Halima Begum

Name- **Md. Keramot Ali**

Date of Birth- 28th August 1984.

Height- 5 feet 5 inches.

Nationality- Bangladeshi.

Religion- Muslim.

Marital Status- Married.

REFERENCES:

Md. Anwar Hussain SAVP & Head of Finance & HR Fareast Finance & Investment Limited, Eunoos Trade centre (8 th level), 52-53, Dilkusha commercial Area, Dhaka-1000 Mobile: 01977334504	Tanvir Hasan, ACA AVP & Head of Internal Control and Compliance Fareast Finance & Investment Limited, Eunoos Trade centre (8 th level), 52-53, Dilkusha commercial Area, Dhaka-1000 Mobile: 01977334509
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Signature.