

Forhad Siraj

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OBJECTIVE

Highly skilled and results-driven accountant with over 5 years of experience and an MBA in finance. Adept at analyzing financial data, implementing effective financial strategies, and ensuring compliance with accounting principles and regulations. Demonstrated expertise in financial reporting, budgeting, and forecasting. Known for my attention to detail and commitment to maintaining the highest standards of professionalism, seeking a challenging position where I can utilize my knowledge and expertise to contribute to the financial success of an organization.

EXPERIENCE

- | | |
|-------------------|--|
| Jul'22 to Current | Lead Developer (on-site)
Revent - Dubai, United Arab Emirates |
| Dec'20 to Current | Senior Frontend Developer (remote)
The China Box - Beijing, China |
| May'20 to Current | WordPress Developer (remote)
LeicesterFood Ltd. - Leicestershire, United Kingdom |
| Aug'16 to Jul'21 | Senior Frontend Developer (remote)
3G Mobile Brighton - Odessa, Ukraine |
| Jul'15 to Oct'18 | Manager- Internal Audit
Spectra Engineers Ltd. - Dhaka, Bangladesh <ul style="list-style-type: none">▪ Audit plans according to the extent of work required and estimating the allocation of resources (costs, time and people) that this would entail;▪ Performs audit tasks in accordance with the audit plan;▪ Compiling audit plans, drafting management reports, audit reports and other related documents;▪ Check journal and ledger entries, bank statements, inventories, expenditures, tax returns and other accounting and financial records, within the organization to ensure financial data accuracy and compliance with company's accounting standards, procedures and controls;▪ Prepare audit reports on findings and make suggestions to enhance company's accounting and management system. |
| Nov'14 to May'15 | Accounts Executive
GHB Corp. Sdn Bhd - Selangor, Malaysia <ul style="list-style-type: none">▪ Preparing all bills for client business units▪ Reviewing all AP and AR transactions▪ Resolving AP/ AR related issues and queries▪ Monitoring monthly ageing of balances and collections▪ Perform bank reconciliation▪ Monitor cash flow |
| Mar'14 to Sep'14 | Accountant
CK Morgan Ltd. - London, United Kingdom <ul style="list-style-type: none">▪ Preparing weekly Aged Trail Balance on company debtors. |

- Examining and supervising cash and bank reconciliation department
- Prepare of financial statements, aged trail balance
- Assist accountant to keep accounts and databases up to date.
- Working closely with the Accountant to ensure smooth accounting operations.

Nov'11 to Jan'14

Manager- Internal Audit

Spectra Engineers Ltd. - Dhaka, Bangladesh

- Extend and execute company's existing financial policies
- Direct the financial arrangements and budget process, and evaluate and adjust differences
- Propose and direct the progress and performance of different financial plans for the organization
- Prepare of financial statements, and all kinds of reports
- Compiling management/ accounts reports, and other related documents comply with audit/ tax department
- Assist with the management and improvement of business process efficiency

Aug'06 to Oct'11

Accountant (part-time)

CK Morgan Ltd. - London, United Kingdom

SKILLS

- Financial Analysis
- Financial Reporting
- Numerical Proficiency
- Time Management
- Initiative to Problem Solving
- Clear Communication
- Quick Learner
- Good Team Player
- Highly Organized
- Proactive

EDUCATION

2010

Master of Business Administration (Finance)

University of Gloucestershire, United Kingdom

2004

Master of Business Administration (Accounting & Finance)

Asian University of Bangladesh, Dhaka, Bangladesh