

CURRICULUM VITAE (CV) OF M. ZAHIRUL ALAM

Name of Applicant : M. Zahirul Alam

Permanent Address : Village:Khudiartek, P.S & Upzila:Kutubdia,Dist.: Cox,s Bazar

Contact Address : Director (Finance), Titas Gas T & D Co. Ltd. 105, Kazi Nazrul Islam Avenue, Kawran Bazar C/A, Dhaka- 1215.

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Present Profession : Chartered Accountant (FCA) by profession.
Presently working as Director (Finance), Titas Gas T & D Co. Ltd.
105, Kazi Nazrul Islam Avenue, Kawran Bazar C/A, Dhaka- 1215.

Date of Birth : 01/01/52

Years of Experience : 25 years

Nationality : Bangladeshi

Educational Qualifications:						
Name of exam	Major Subjects	Name & Address of institute	Year Attended		Year of Passing	Award achieved (Division, Class, level of degree or grade)
			From	To		
S.S.C. (Com.)	English, Bengali, Maths, Science, Accounting, Finance	Cox's Bazar Govt. High School	01-65	06-67	1967	1 st division- (11 th Position)
H.S.C. (Com.)	English, Bengali, Commerce, Accounting, Economics	Govt. College of Commerce, Chittagong	08-67	12-69	1969	1 st division- (13 th Position)
B.Com.	Fin. Accounting, Cost & Management Accounting, Law, Economics	Govt. College of Commerce, Chittagong	01-71	12-72	1972	2 nd Division
Post Graduation Diploma in Fin. Management Control	Advanced Fin. & Management Accounting, Multinational Business Fin., Macro & Micro Economics, Law, Statistics, IT	University of Southampton, U.K.	07-88	09-89	1989	Post Graduation Degree

Professional Qualifications:

- ❖ Chartered Accountancy (CA) 1980, The Institute of Chartered Accountants of Bangladesh, (ICAB).
- ❖ Incorporated Financial Accountancy-1990.The Institute of Incorporated Financial Accountants, U.K.

Membership with Professional Institutes:

- ❖ FCA (Fellow) - The Institute of Chartered Accountants, Bangladesh.
- ❖ FFA (Fellow) - The Institute of Incorporated Financial Accountants, U. K.
- ❖ MBIM (Member) - British Institute of Management, U.K.

Key Experience:

- ❖ Widely experienced in public and private sectors accounting, financial and auditing system, designing and implementation of the system, feasibility studies, corporate planning, investment planning and international procurement and public issue of shares.
- ❖ Held senior positions in the Govt. utilities and infrastructures sectors and reputed organizations in private sectors and was responsible for long term business plans, short-term objectives and overall financial management controls.
- ❖ Experienced in project contract management, NGO financial management leading to resettlement and compensation. Experienced in preparation of Inventory Manual, Fixed Assets Manual, Finance and Accounting and Audit Manual, Personnel and Administrative Manual.
- ❖ Widely experienced in financial need assessment, study and negotiation relating to Reformation, Commercialisation and Corporitisation with particular reference to public utility sector organisations and donor-funded projects
- ❖ Experienced in operation and maintenance of **Special Accounts like Dollar Special Accounts**, funded by the **World Bank, ADB and other Donors**. Monitoring of submission of withdrawal applications and reimbursements. Preparation, analysing and monitoring the **Project Monitoring Reports (PMRs)** containing financial, physical progress of projects. Also experienced in financial, auditing, procurement procedures of the **World Bank, ADB, DFID, KFW, DANIDA, OCEP**, and other donors.
- ❖ Working and operational skills with the computer applications like, **MS Word, MS Excel, Power Point, Internet and accounting packages etc.**

Employment Records in reverse order:

1. Present Post: Director (Finance) as CFO					
From	To	No. of years served	Gross Salary Per Month		Organization's Brief: Titas Gas Transmission & Distribution Co. Ltd. 105, Kazi Nazrul Islam Avenue, Kawran Bazar C/A, Dhaka- 1215.TGTDCL , an independent and autonomous corporate body, 100% . owned company of Petrobangla under the Ministry of Power, Energy & Mineral Resources. The organisation is the premier gas transmission & distribution company having more than 1 million consumers, about 3000 employees, having yearly turn over of Tk.3600 crores and yearly net profit above 150 crore in (2004-5 FY).
Month/Year	Month/Year		Initial		
01/01/05			Tk.100,000 .00 +medical+ utilities & fulltime transport+ other service benefits		
Major Duties					
The Director (Finance) directly controls the Company's Accounts Department (man power(mp) 89) , Finance Department (mp 36) , Computer Department (mp 37) , Metro Revenue Departments 1,2 & 3 (mp 273) , Consumer Ledger Audit Cell (mp12) , Revenue Co-Ord. Cell (mp 8) , & Magistracy & Disconnection Cell (mp 50) .All these Departments and Cells are headed by a Dy.General Manager and under them several Sr. and Mid level officers and function under the direct control of the Director (Finance). Being CFO, looking after the overall financial management of the company, revenue billing, collection including improving and bringing together planning, budgeting, accounting, and financial reporting, auditing & internal control and also computerization.					

2. Post: Financial Advisor					
From	To	No. of years served	Gross Salary Per Month		Organization's Brief: Third Road Rehabilitation & Maintenance Project. An IDA financed project, under Roads & Highways Department (RHD). RHD is one of the biggest public sector organisations dealing with the construction and maintenance of roads & highways
Month/Year	Month/Year		Initial	Final	
07/2000	Till date	31-12-04	Tk. 1,50,000	Tk. 200000 + transport	

Major Duties Performed

- ❖ Being CFO held the overall charge of financial management of IDA funded projects. Also to improve and bring together planning, budgeting, accounting, financial reporting, auditing & internal control, procurement, submission of withdrawal application, disbursement and the physical performance of the donor funded projects, RHD and also to bring the entire system under computerization. In addition, held the charges of **Resettlement and Highway Engineering Advisors**.
- ❖ Assisting the Project Director in preparation and updating of monthly/quarterly/yearly progress report, budget, financial control and audit follow-up and providing project related information to RHD, GOB, Missions, and Donors. Preparation of quarterly project performance report (PMR) for the World Bank reporting purpose and periodical Mission's Reports.

Major Achievements

As part of improvement and in line with the World Bank guidelines the following major works have already been completed:

- ❖ Prepared the Project Financial Management Manual-RHD suiting the Donor and GOB requirement
- ❖ Developed the contract wise Cash Flow Requirement Model for all donor funded Projects in RHD
- ❖ Studied & prepared the Accounting Need Assessment of all Donor-funded Projects, RHD
- ❖ Developed the Financial Management Reporting System of Land Acquisition & Resettlement of Donor and GOB financed Projects, RHD
- ❖ Prepared the action plan for settlement of all cumulative audit objections raised by FAPAD Office
- ❖ Implemented the computerized financial management system for the project with the assistance of Rahman Rahman Huq, a Chartered Accountants Firm.

2. PREVIOUS POST: Executive Vice President (F&A) & Company Secretary				
From	To	No. of years served	Organisation's Brief:	
Month/Year	Month/Year		Prime Insurance Co. Ltd., a financial institution in the insurance sector.	
01/98	6/2000	2 & ½ yrs		

Major Duties Performed

- ❖ Being the Chief of Finance Division arranged to prepare the financial statements/reports for the MD/Board/Committee on a monthly/quarterly/yearly basis. Worked also as the Acting Chief Executive and the Managing Director of this Company for a substantial period.
- ❖ Organised and supervised the entire works of first Public issue of shares of this company.

Major Achievements

- ❖ Applying the modern management techniques and this loss incurring company were brought to the profit earning level. Also prepared the following manuals and procedures for the company:

a. Accounting procedures and jobs description.	f. Recruitment rules
b. Delegation of Financial and Administration rules	g. TA/DA rules
c. Accounting, Auditing & Budget Manual	h. House building advance rules
d. Gratuity rules	i. Incentive schemes
e. Medical leave rules	j. Purchase manual

3. PREVIOUS POST: Controller (Accounts, Finance & Audit), rank & status was equivalent to Chief Engineer.			
From	To	No. of years served	Organisation's Brief: Bangladesh Power Development Board. BPDB is also another one of the biggest public sector organisation dealing with generation, transmission and distribution of electricity to all the towns, cities of Bangladesh.
Month/Year	Month/Year		
November 93	December 97	4 years	
Major Duties Performed			
<ul style="list-style-type: none"> ❖ As the Divisional chief of finance, accounts & audit, ensured that the Annual Budget, Annual Development Plan (ADP) were prepared reflecting Board and GOB's policies on time and in accordance with the BPDB and GOB regulations and that budgets were monitored, reported on and acted on regularly. ❖ As Convenor of the Audit Task Force Cell ensured effective and efficient operation of the all audit jobs including the internal audit. ❖ Worked as the Project Director, Financial Management Upgrade Project, BPDB financed by the Asian Development Bank, Manila for about one and half year. Worked as Financial Advisor to all Project Directors of all other ongoing projects of the Board. 			
Major Achievements			
<ul style="list-style-type: none"> ❖ For the first time, the Annual Accounts of BPDB was prepared within statutory time and also in a manner matching the ISA & IAS, Donors & GOB guidelines. ❖ Persuaded the management in appointing about 70 Independent Auditors, Firms to verify and reconcile the year wise, unit wise revenue billing and collection of BPDB resulting reduction of fictitious revenue billing and corruption. ❖ Permanent member of the International Tender Committee. Worked also as a Member of the High Powered Committee on Commercialisation, Corporitisation and Unbundling of Bangladesh Power Development Board's different departments. Also as a Member of the Negotiation Team extensively involved with the drafting, finalizing First Power Purchase Agreement, evaluation, and negotiation with the Private Power sellers. 			

4. PREVIOUS POST: General Manager (Finance & Accounts)			
From	To	No. of years served	Organization's Brief: Bangladesh Shipping Corporation (BSC), the National Flag Carrier of Bangladesh.
Month/Year	Month/Year		
July, 1981	November, 1993	12 years	
Major Duties Performed:			
<ul style="list-style-type: none"> ❖ Served as "General Manager Accounts & Finance" of Bangladesh Shipping Corporation. Also served as the Company Secretary of the 4 subsidiary Companies, 100% owned and incorporated by the Islamic Development Bank, Jeddah for leasing vessels. Being Chief of finance negotiated all loans and credits (local & international) and all international procurement including vessels. Also ensured that all financial reports were produced regularly and on time in accordance with BSC's accounting timetables and statute and provided other reports as and when necessary. 			

5. PREVIOUS POST: Qualified Assistant			
From	To	No. of years served	Organization's Brief: Hoda Vasi Chowdhury & Co. Chartered Accountants. Representative firm of Delotte Touche Tohmatsu in Bangladesh.
Month/Year	Month/Year		
July, 1980	June, 1981	1 year	
Major Duties Performed:			
❖ All audit, income tax and consultancy job of national and multinational companies.			

6. PREVIOUS POST: Head, Internal Audit			
From	To	No. of years served	Organization's Brief: Bangladesh Gas Fields Co. LTD, an organisation under Petrobangla, producing and transmission of gas.
Month/Year	Month/Year		
August, 1976	June, 1980	4 Years	
Major Duties Performed:			
❖ Carried out the monthly, quarterly and yearly internal audit of the company and ensured compliance of company's policies rules and regulations.			

7. PREVIOUS POST: Article Student / Audit Assistant / Audit Supervisor			
From	To	No. of years served	Organization's Brief: Rahman Rahman Huq Chartered Accountants. A member firm of KPMG in Bangladesh.
Month/Year	Month/Year		
August, 1970	July, 1976	6 Years	
Major Duties Performed:			
❖ Article ship was completed from this Firm			
❖ All audit, income tax and consultancy jobs of national and multinational companies.			

TRAINING:

A. HOME

- Participated in one week training course on “**Communication and Human Relation**” conducted by Bangladesh Management Development Centre from October 23 to October 28, 1978.
- Have obtained practical training on Computer and capable of Operating such as **Ms Word, Ms Excel, Power Point, and Internet.**
- Attended as a member of GOB delegation to negotiate with the Islamic Development Bank, Jeddah in 1984 & 1986 for 7 days at each visit. Attended as a member of GOB delegation to negotiate with ADB, Manila in 1996 for 7 days.
- Participated in one week residential training on “**Procurement, Financial Management & Disbursement**” arranged by the World Bank held at BRAC, Centre for Development Management, Rajendrapur from July 16 to July 20, 2000.
- Attended an International Conference on “**Oversight Function**” arranged by the Controller and Auditor General’s Office, World Bank and UNDP held at Hotel Sonargaon from September 10 to September 12, 2000.
- Attended a number of workshops arranged by the **World Bank, RHD** and presented keynote papers. Also attended various Workshops under the World Bank financed projects on International Accounting and Auditing Standards arranged by the ICAB.-2001.
- 3 days training on Computer Network Management conducted by the Institution Development Component, an UK based Consultants in September-2002.
- Participated in one week residential training on “**Financial Management & Disbursement Procedures**” arranged and conducted by the World Bank, held at BRAC Centre for Development Management, Rajendrapur from May 23 to 27, 2004.
- Participated in **5th International Conference on Human Resources Management and Development** held in July 21-24,2005, Dhaka ,organised by Rapport Bangladesh Limited.
- Participated in **International Conference on Corporate Governance**, held in July 21-24,2005, Dhaka arranged by OECD and the Asia Foundation.

B. ABROAD

- Completed 9 weeks’ English Language Course arranged by the **School of Modern Language**, University of Southampton, UK in 1988.

C. EXTRA CURRICULAR ACTIVITIES

- Ex-Honorary Secretary, Chittagong Regional Committee, ICAB.
- Ex-Coordinator, Association of British Council Scholars (ABCS).
- Part-time Lecturer, Institute of Chartered Accountants of Bangladesh.
- Member, Officer’s Club, Bailey Road, Dhaka.
- Ex-Member, Editorial Board, Institute of Chartered Accountants of Bangladesh (ICAB),
- Authored a number of articles, publications published in the National Journals and Manuals.

D. Country Visited: Kingdom of Saudi Arabia, Abu Dubai, United Kingdom, Netherlands, Germany, Sweden, French, Singapore, Malaysia, Philippines, Indonesia, India, Thailand, and Pakistan.

Languages:

	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Bengali	Excellent	Excellent	Excellent

References:

- 1. Mr. A.M.M. Nasir Uddin**
Secretary, Ministry of Energy & Mineral Resource ,
Dhaka, Bangladesh.
Phone: (Res.) 8652649,
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- 2. Mr. Mozammel Hoque, FCA**
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Phones: (o) 202-473-2615,202-522-7499
Email: mhoque@worldbank.org

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

M. Zahirul Alam