

**RAFI RAHAMAN ACCA**

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Personal Profile

An energetic and industrious qualified accountant possesses excellent IT, auditing and financial reporting skills. Detail oriented, analytical, numerate and solution-focused. Competent with and the ability to concentrate and manage multiple tasks and manage concurrently with remaining calm and focused to meet the strict deadlines and objectives. A strong team player and natural leader with an inherent ability for motivating others to perform cohesively and productively. Dedicated and reliable with the determination and drive required to succeed.

Key personal strengths:

- Excellent interpersonal, communication and client liaison skills;
- Enthusiastic and willing to perform additional responsibilities;
- Able to work independently as well as collaboratively in a team setting;
- Willing to learn and willing to help;
- Strong work ethics;

Key technical skills:

- Financial reporting in accordance with BASs/IASs, BFRSs/IFRSs, Companies Act;
- Planning and performing MIS, Financial control;
- Business and financial analysis and interpretation;
- Analytical review and variance analysis;
- Individual tax Assessment, Corporate Tax return, Deducted TDS, VDS and withholding tax computation,;
- Excellent user of Microsoft Office suite including MS Word, MS Excel, MS Power point, Tally ERP 9.

Objective

Seeking an opportunity to further expand and best use of financial service, accounting and auditing skills and experiences in a busy, challenging role which will take along a solid and high-end results for small, medium and large companies

Employment History:

January 28, 2019 to present:

Assistant Manager (Accounts and Finance) at L` Usine Fashion LTD 100% export oriented RMG Company.

- Prepare the Budget by monitoring the task accumulating to final Pack.
- Review and recommend on the preparation of financial statements
- Preparing monthly forecasts, Cash & Treasury functions ensuring cash flow is appropriate, manage banking & payments, preparing cash flow, preparing cash projections, managing access to local bank accounts for inquiry, release of payments or approval of payments.
- Evaluate cost and revenue lines vs budgets, variance analysis
- Preparing Board papers
- Work with issue manager for the purpose of application of IPO
- Look-after company tax and vat issues.

Key role & responsibilities:

September 2018 – 03 January 2019

Assistant Manager Audit and taxation at S. F. Ahmed & Co, Chartered Accountants

August 2017 to August 2018

Senior Assistant audit and taxation at S. F. Ahmed & Co, Chartered Accountants

November 2015- July 2017

Management trainee Audit and taxation at S. F. Ahmed & Co, Chartered Accountants

Key role & responsibilities:

- Visiting clients to carry out Statutory Audit, review the audit work
- Preparing Auditors' Report and Management Report
- Preparing Financial Statements
- Analyzing financial information
- Examining and evaluating financial systems, recommending controls to ensure system reliability and accuracy.
- Preparing Corporate Tax return and lead the team.
- Preparing Quarterly Return for Branch Office lead the team
- Deducted TDS, VDS, and Prepare Withholding Tax Return, Prepare Monthly Vat return and lead the team.
- Work with Ashuganj Power Station Company Limited bond issue related work and lead the team

Education and Qualifications**Association of Chartered Certified Accountants (ACCA): ACCA Member****ACCA Registration number: 2286706**

Bachelors of Business Administrations (BBA) : Sonargoan University Appeared

HSC: Business Studies, Raipur Government Collage, Raipur, Lakshmepur

SSC: Business Studies Chair Ababil Rachim Uddin High School, Hydergonj, Raipur, Lakshmepur

Interests and Activities

Reading blogs/articles, travelling, playing and watching, Cricket and Football.

Personal information

Father's Name	:	Habibur Rahaman
Mother's Name	:	Khalada Easmin
Date of Birth	:	01 December 1992
Marital status	:	Unmarried
Nationality	:	Bangladeshi.

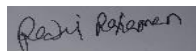
References

MD.Kamruzzaman ACCA
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Sincerely



Rafi Rahaman