

Md. Mir Salekin

Ka 17/4 South Kuril (West Face of Jamuna Future Park, Dhaka-1229)

Cell: 01710-588 502

E-mail: Salekinca@yahoo.com

Dated: August 24, 2015

To

Human Resources Department

Advanced Software and IT Services Ltd

Apply for the position of "Accounts Officer"

Dear Sir,

In response to your announcement in **BDjobs.Com dated 24.8.2015** for the purposes of above vacancy, I would like to inform you that. I am looking for Entry/Mid-level job for full time.

During 3 years of the article ship period, I have conceded out Audit & Accounts, Income Tax & Vat matters in a number of to make me an effective candidate for aforesaid position. I have completed CA-CC (Enrollment no 18946/11) by December 2013 beside qualify PS (K) L partly from S.K.Barua & Co. Chartered Accountants associated with EMPACTA registered in Berlin Germany.

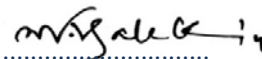
I currently working as a Senior Accounts Officer – F&A at NAZ Bangladesh Ltd. A sister Concern of NZ Group which is 100% Export Oriented Knit Composite Concern located in Dhaka

I believe working in a reputed organization like your one will provide me admirable opportunity for my career growth in the area of Finance & Accounts. I am confident that if provided the opportunity to serve your organization, I will prove myself to be an important asset for your company through my dedication, sincerity and highest level of professionalism.

For any query you can reach me at abovementioned contact and email address.

Thank you for your time and I look forward to hearing from you,

Yours Truly,



(Md.Mir Salekin)

Enclosed:

1. Resume And Current Photograph
2. PS (K)L partly qualified outcome sheet (Internet copy published by ICAB)
3. CA-cc Certificate and Provisional Certificate of BBA
4. Internship Completion Certificate

Md. Mir Salekin

Address : Ka 17/4 South Kuril, (West face of Jamuna Future Park)
Bashundhara R/A, Dhaka-1229.

Contact no: +88 01710-588 502

E-mail : Salekinca@yahoo.com



Career Objective:

To trace a career in a reputed organization where I can best utilize my skills and ability by participating in its growth through contributing in the functional areas like Finance, Accounts, Cost Control, Internal Audit, Budget and General laws.

Career Summary:

During 3 years of the article ship period, I have conceded out Audit & Accounts, Income Tax and Vat matters. Number of Audit & Accounts related profile stated below:

Limited Company:

1) INCEPTA pharmaceuticals Ltd. 2) BNS Group of Companies, 3) Ahmed Amin Group of companies, 4) Waste Concern Fertilizers Ltd, 5) Sally Ann Bangladesh Ltd, Link 3 Technologies Ltd.

Research Organization: ICDDRDB (Employees Income Tax consultancy)

Micro Credit Regularity Authority: Polli Progati Shohayok Shongostha (Faridpur)
Coast Trust-Shamoly Mirpur

International /Local (NGO's): 1) BRAC-Project 2) The Leprosy Mission International 3) RIC (Resource Integration Source) 4) World Vision Bangladesh 5) OXFAM -GB (Donor Project) 6) Seventh Day Adventist Church of Bangladesh 7) Summer Institute of Linguistic Bangladesh (SIL Bangladesh) etc.

Income Tax & Vat related responsibilities stated below:

- ▶ Prepare Individual & Corporate Income Tax return.
- ▶ Prepare documentary evidence submission for Income Tax Assessment.
- ▶ Withholding tax calculation & return Submission within prescribed date.
- ▶ Challan Prepare against TDS or any appearance & deposit to Govt. treasury.
- ▶ Correspondence with Income Tax & VAT circle's authority.
- ▶ Prepare Mushok-19 & submission to Vat circle office.
- ▶ Facing Assessment, Appeal, Tribunal procedures & issues.
- ▶ To adopt Income Tax & VAT policies in line with Govt. budget & Circulation.
- ▶ Compliance with Income Tax & VAT Act & Rule and keep liaison with Government regulatory bodies

Employment History:

1. Senior Accounts Officer (02/05/2015 to Ongoing)

NAZ Bangladesh Ltd.

100% Export Oriented Knit Composite Concern.

Company Location : 4th flr, Annona Shopping Complex, Lane # 13, DOHS, Baridhara, Dhaka.
Department : **Finance & Accounts**

Job Responsibilities:

Export Related Duties

Ensure Revenue Recognition in respect Export Document and posting journal (Foreign and Local Sales)

Collect FBP/QIB (Voucher & Realization Sheet) from concerning bank and posting journal

Prepare and Preserve aforesaid documents Monhwise for future reference

Check Bill, Voucher (JV, Payment Voucher, Receipt Voucher, Contra Voucher), and Maintain Ledger

Import Related Duties

Ensure Payable against in respect Import Document and posting journal (Foreign and Local Purchase)
Preserve Bill of Exchange database daily basis and refer to concern department for Ensuring Acceptance
Received Local Supplier Bill, and Communicate for settlement
Supplier Payment reconciliation (if necessary)
Check Bill, Voucher (JV, Payment Voucher, Receipt Voucher, Contra Voucher), and Maintain Ledger

Income Tax Related work

Assist to Prepare Withholdings Tax Quarterly for the purposes of submission within prescribed time
Assist to Prepare VAT Return monthly for the purposes of submission within prescribed time (if required)

Other Duties

Movement of Impress fund Handle Impress fund (if required)
Responsible for Factory Fund flow movement through various Concern (if required)
Prepare Departments Meeting Minutes
Dong team work
Ensure Safety & Keeping documents for future references. Maintain Confidentiality

2. OFFICER –AUDIT (From 01/09/2014 to 30/04/2015)

ACS TEXTILES (BD) LIMITED.

A British Investment.100% Export Oriented Manufacturing Concern.

Company Location : Tetlabo, Parabo, Ward no 03, Borpa, Rupgonj, Narayanganj.
Department : **Finance & Accounts**

Duties/Responsibilities

- ▶ Check and verify all sorts of Cash fund Approval, Petty cash (Received & Disbursement, on regular basis), Store requisition, L/C costing, Maternity benefit payment, Final Settlement, Local Transport bills, Leave application etc.
- ▶ Ensure Provision of AIT in respect of ITO 1984, Withholding Tax return quarterly basis, and VAT return monthly basis, physical Cash counting (monthly) and reporting to superior.
- ▶ Ensure and verify all sorts of requisition, Delivery challan & Bill with GRN in respect approved work order and justify all procurement related bills, vouchers that the best prices have been set.
- ▶ Check & Participate in Salary/OT/Extra OT/Bonus/Profit Bonus disbursement. Checking Bank payment & receipt vouchers after posting in book of a/c, Bank advice for Salary/OT/Bonus/Party Payment etc.
- ▶ Make sure Import L/C acceptance, Export proceed proof copy, verify export realization charges with bank agreement and approved rates and report about any other excess charges by the bank.
- ▶ Auditing and Internal control review of various records at different departments (Like- Packing Store, General Store, Accounts, Weaving, and Dyeing, Printing, and Garments Accessories division).
- ▶ Prepare audit findings report with necessary analysis and comparison to Head of Audit Personnel, Respond to audit queries raised by external auditors, Govt. audit team and internal auditors.
- ▶ Preserve proper documentation system for future reference
- ▶ Ensure physical verification Stock monthly basis and required basis.
- ▶ Accomplish market survey as and when required
- ▶ Assist in developing / modifying audit policy of the company time to time
- ▶ Perform Inventory counting and account true view to management as per verification of records(receiving, Issuing, and Confirm closing balance) of various department
- ▶ Perform other works as assigned by the Head of Department time to time.

3. Business Executive (Liability & Non funded Business) (From 3/5/2010 to 9/12/2010)

BRAC Bank Limited

Company Location : Corporate Head Office, Gulshan Circle-1, Dhaka.

Department : Retail Banking Division

Duties/Responsibilities:

- ▶ Accumulate salary accounts from organization and ensure disbursement through banking channel.
- ▶ Ensure compliance of various services like statement, balance confirmation, internet banking etc.
- ▶ Ensure compliance of various information beyond the services also like Personal loan issuing Process.
- ▶ Respond to audit queries raised by external auditors, Govt. audit team and internal auditors.
- ▶ Assist team for problem solution when it is deemed to be necessary.

4. Internship (From 13/1/2010 to 21/4/ 2010)

Prime Bank Ltd (Islamic Banking Branch)

Company Location : 19 Dilkusha, Dhaka

Department : GB, Loan, Clearing, Foreign Exchange

Duties:

- ▶ Prepare Pay Order, Issuing Debit Card, and Sending E -statement, dealing PLACID money transfer.
- ▶ Opening Individual (Savings, Fixed, Current A/C & DPS) & Mother Accounts.
- ▶ Assist clearing officer to accumulate cheque and informed customer those have cheque return
- ▶ Handling Documentary Credit & Advise from Customers

Academic Qualification:

Exam Title	Concentration/Major	Institute	CGPA	Pass. Year/ Duration	Achievement
BBA	Finance /Marketing	Presidency University.	3.06 B -	2010 (April.)	Academic.
H.S.C.	Business Studies	Adamjee Cantonment College, Dhaka.	4.40 A	2005	Academic.
S.S.C.	Business Studies	Banani Bidya Niketon School & College, Dhaka	4.13 A	2003	Academic.

Professional Qualification:

Certification	Institute	Location	Tenure & Enrollment no	Firm Name
CA - CC with PS (K) L 400 marks succeed 300 appear.	ICAB	Karwan Bazar Dhaka.	Commencing Dec 20, 2010. CC date Dec 19, 2013. Enrollment no. 18946/11	S.K.Barua & Co. Chartered Accountants. Associated with EMPACTA registered in Berlin Germany

Compliance Knowledge

Acquired Knowledge about IAS, ISA, The Companies Act -1994, ITO 1984, BSEC Rules 1987, VAT Act 1991 and Labour Law 2006 in respect IFRS Compliance.

Career and Application Information:

Looking For	: Entry /MID Level Job
Available For	: Full Time (Notice period 15 days)
Present Salary	: Taka 23,050
Expected Salary	: Taka 30,000
Preferred Job Category	: Finance & Accounts, Audit & Accounts, Treasury, Bank/Insurance/Leasing institutions.
Preferred District	: Dhaka, Gazipur, Rupgonj, Norshingdi, Narayanganj, Valuka
Preferred Organization Types	: <u>Textiles, Group of Companies</u> , Pharmaceutical, MNC's, Ceramic/Glass Industry, Telecommunications, Electronic Media, Joint ventures, Paper industry, Printing Packaging, Buying House.

Extra-Curricular Activities:

Sound Knowledge in Accounting Software/Operating System: 1. SAP (partial), Tally, Kandaree
(Accounting & Inventory Soft.), Kormee (HRM Soft.) ERP owned, Ms Office Packages
(MS word, Excel, PowerPoint, Outlook Express)

Language Proficiency:

Language	Reading	Writing	Speaking
English.	High.	High.	Medium.
Bangla.	High.	High.	High.

Personal Details:

Father's Name : Late Mir Sirajul Alam (Former Revenue Officer – DHAKA WASA)
 Mother's Name : Anwara Begum (Home Maker)
 Date of Birth : January 20, 1988
 Gender : Male
 Nationality : Muslim
 Religion : Islam
 Marital Status : Married
 Permanent Address : **Village:** Naruchi, **Post:** Hemnogor, **P/S:** Gopalpur, **District:** Tangail,
 Current Location : Bashundhara R/ A. .

Reference (s):

Name	: Md. Eftekhar Ali FCA	Suhrid Kumar Barua FCA
Organization	: S.K.Barua & Co. Chartered Accountants	S.K.Barua & Co. Chartered Accountants
Designation	: Partner & Former AGM of Audit & Accounts of PKSF. Enrollment: 910	Principal & Senior Partner. Enrollment: 232
Address	: House # 432/2 nd flr, Road # 30, DOHS Mohakhali, Dhaka-1206. .	House # 432/2 nd flr, Road # 30, DOHS Mohakhali, Dhaka-1206. .
Phone (Off.)	: 01824-56 79 96, 9884390	01824-56 79 96, 9884390
Mobile	: <u>01713- 415 898 (Self)</u>	<u>01819-13 70 95 (Self)</u>
Web Address	: Skbarua.Org	Skbarua.Org

**Professional Stage (Knowledge) Level partly qualify result sheet published
by ICAB at WWW.ICAB.ORG**

SL No.	Reg No.	Name of Candidates	Father's Name	Roll No.	As	Ac	BF	MI	Tax	BCL	IT	No of Subjects Passed
367	7303	Md. Mahmudul Hasan	AKM Shahe Alam	971	F	B	C	C	ep	ep	ep	1
368	10830	Badal Chandra Bardhan	Gagendra Chandra Bardhan	972	ep	ep	C	E	D	ep	B	1
369	11005	Md Abdullah-Al-Mamun	Md Moslem Uddin Biswas	975	F	B	F	E	C	C	F	1
370	18979	T.M. Ashikur Rahman	Belayet Hossain Talukder	976	D	E	F	F	F	B	E	1
371	16804	Mohamad Motiur Rahman	Md. Mahbubur Rahman	978	D	ep	F	F	F	B	C	1
372	16872	Mohammad Abir Hossain	Mohammad Amzad Hossain	979	D	ep	ep	B	C	ep	B	2
373	18715	Mohammad Rashedul Islam Khan	Mohammad Fazlul Huq Khan	982	D	B	B	D	D	B	ep	3
374	17226	Jahangir Hossain Molla	Late Matiar Rahman	983	E	ep	F	B	D	B	E	2
375	15512	Soumendra Roy	Sunil Chandra Roy	984	E	E	F	E	F	B	ex	1
376	18946	Mir Salekin	Mir Sirajul Alam	985	ep	F	B	F	E	B	B	3
377	15375	Tufael Hasan Azme	A K M Serajul Islam	987	E	E	F	E	D	ep	B	1
378	18476	Maloy Saha	Madhusudan Saha	988	D	ep	D	ep	B	B	B	3
379	18232	S M Mahfuzur Rahman	Md. Saidur Rahman	989	F	B	D	C	F	F	F	1
380	19029	Subarna Saha	Subash Chandra Saha	990	B	D	ep	C	C	B	ep	2
381	18941	Fayez Mahmud	Abdul Hamid	992	D	D	F	B	F	B	B	3
382	18121	Md. Kamrul Hasan Riad	Md. Khorshed Alam	995	F	E	F	E	F	D	B	1
383	14824	Md Saydul Islam	Md Nannu Howlader	996	C	ep	E	B	ep	B	ep	2
384	18320	Keshab Bhakta	Rakhal Chandra Bhakta	998	D	F	F	D	F	C	B	1
385	18591	Md. Arifur Rahman	Late Md. Humayun Kabir	1001	C	ep	B	ep	ep	B	B	3
386	17538	Md. Nure Alam	Md. Abdul Hakim Jamader	1008	ep	ep	D	A	ep	D	D	1
387	10331	Amil Ghosh	Asit Baran Ghosh	1010	ep	F	C	F	F	B	ep	1
388	17715	Md. Mazharul Islam	Md. Tajul Islam	1020	E	B	F	E	F	ep	ep	1
389	13307	Rumen Chandra Das	Jagada Nanda Das	1021	ep	ep	B	A	ep	ex	E	2
390	17613	Md Atiqul Alam Rashed	Md Ali Azgar	1023	ep	ep	ep	B	C	ep	E	1
391	18818	Md. Hasan Sarker	Md. Habib Sarker	1025	F	E	F	C	F	F	B	1
392	14507	Md Shershah	Md Abdul Hamid	1027	F	B	D	E	F	D	F	1
393	11071	Md Abdul Aziz	Md Ibrahim	1029	B	ex	C	E	ex	ex	ex	1
394	17323	Animesh Mistry	Arun Chandra Mistry	1034	F	B	F	F	ep	F	B	2
395	18623	Md. Mizanur Rahman	Md. Rostum Ali	1036	F	E	F	B	F	B	F	2
396	9416	Mohammad Mafizur Rahman	Mohammad Khalilur Rahman	1038	ep	F	C	E	ep	D	B	1
397	17748	Md. Shabbir Ibne Noori	Md. Abdun Noor	1039	D	B	E	C	ep	D	F	1
398	18310	Delowar Hossain	Abdul Barek	1042	B	ep	F	B	B	ep	B	4
399	10020	Sanjay Kumer Paul	Jugal Krishna Paul	1043	F	ep	C	B	ep	C	ep	1
400	18383	Md. Kausar Ahamed	Md. Nurul Islam	1044	B	ep	D	E	C	A	ep	2
401	18855	Md. Amam Hosen	Nur Mohammad	1045	ep	D	C	ep	B	B	B	3
402	12060	Shamima Haider	Mohammad Sarwar Haider	1046	F	B	F	E	ep	ep	B	2
403	2169	Manindra Nath Tarafder	Late Kanchi Ram Tarafder	1049	ep	E	C	E	ep	B	E	1
404	18753	Fahim Muhammad Shoeb	Abdul Mannan	1056	C	F	E	F	F	B	D	1
405	5367	Qazi Shafiqul Haider	Late Qazi Rashid Ahmed	1057	C	F	B	E	F	F	F	1
406	15783	Asish Kumar Poddar	Mati Lal Poddar	1060	C	F	F	F	F	ep	B	1
407	16186	Md. Ashraful Alam	Md. Anwarul Islam	1061	ep	D	B	ep	B	F	D	2
408	14331	Taskin Reza Khalid	Md. Habibullah	1070	B	E	ep	E	C	ep	ep	1

Page 10 of 40

Note : Key to gradation

A=Passed with distinction

B=Pass

C=Not quite upto pass standard

D=Considerably below pass standard

E=Very Poor

F=Not Appeared

ex=Exempted cn=Conversion course yet to be completed

Note 2: In order to obtain pass, a candidate Must secure not below 'B' grade in any paper.

Course Completion Certificate of CA



S.K. BARUA & CO.
CHARTERED ACCOUNTANTS

a member of
empacta
registered in Berlin-Germany

Form: ICAB-15

CERTIFICATE OF COMPLETION OF SERVICE UNDER ARTICLES

[See Bye-laws 115 (1) (a) and 117]

I, Mr. Suhrid Kumar Barua FCA of S. K. Barua & Co., Chartered Accountants do hereby certify that Mir Salekin served as an Articled student under me in accordance with The Institute of Chartered Accountants of Bangladesh Bye-laws, 2004, for a period of 3 (Three) years from 20/12/2010 to 19/12/2013 that his progress was satisfactory and that to the best of my knowledge, he/she bears a good moral character.

I further certify that during the above mentioned period the Articled student was given leave for 90 (Ninety) days.

The deed of articles was duly registered with The Institute of Chartered Accountants of Bangladesh vide Registration No. 18946 of 2011.

Place: Dhaka
Date: December 19, 2013



Suhrid Kumar Barua FCA
Enrolment No. 232
S. K. BARUA & CO.
Chartered Accountants

Mir Salekin

Provisional Certificate of BBA



PRESIDENCY UNIVERSITY
11 - A, Road - 92, Gulshan, Dhaka - 1212, Bangladesh

PROVISIONAL CERTIFICATE

This is to certify that

MIR SALEKIN

ID# 061159 0 25

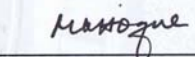
Has completed all requirements for the degree of

BACHELOR OF BUSINESS ADMINISTRATION

with a cumulative GPA of 3.06 from the Department of Business Administration.

*In testimony whereof this provisional certificate is issued until such times when a convocation is held
and a degree certificate is issued.*


Registrar in charge


Head of Department

Issued on May 23, 2010
Serial # 2068

Internship Certificate



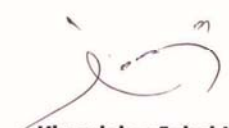
PRIME/IBBD/2010/1251

Date: 29-04-2010

TO WHOM IT MAY CONCERN

This is to officially state that **Jb. Mir Salekin**, a BBA student of University of Presidency has been allowed to undertake internship program in our branch and accordingly he has completed his internship successfully on 21/04/2010. He has submitted his internship report at our end on 21/04/2010. During internship period his performance is found excellent. He has performed in almost every department of our branch. He is well capable and well mannered.

We wish his every success.



Khondaker Iqbal Hossain
Senior Executive Vice President
& Head of the Branch