

## SIDDHARTHA PURKAYASTHA

779, Swapnanirh Flat Owner's Association (1<sup>st</sup> Floor),  
Road – 2, Nimtoli Road, East Merul Badda, Dhaka – 1212.

Mobile: 01712 611966.

E-mail: siduprksto2010@gmail.com



### **CAREER SAMMARY**

About 7 (seven) years working experience in audit and accounts department of various group of companies. Proficient experience of accounts & finance work and related individual risk based audit report of group of companies as per international standards and also experience of tax and vat related rules and regulations.

### **CAREER OBJECTIVE**

To secure a responsible position in a leading national or multinational organization requiring innovative challenging employment that will utilize my education, professional skills, experiences in accounts and finance management and other advancement opportunity.

### **SELF**

Hard working, self-motivated, enthusiastic, optimist, competent, working with people and obviously goal oriented.

### **WORK EXPERIENCE**

- Company** : PARTEX STAR GROUP, Shanta Western Tower, 186 - Bir Uttam Mir Shawkat Road, Tejgaon I/A, Dhaka-1208.
- Designation** : Deputy Manager
- Department** : Internal Control and Compliance, Complex – 1.
- Duration** : 01 January 2018 – till to date.
- Responsibilities** :
- To prepare and submit the annual audit plan and executing the audit of all business and functional units.
  - To visit the company's all functional units as assigned by audit action plan for identifying operational or process risks and analyzed the audit findings.
  - To develop risk based test plan by selecting appropriate audit approach, test procedures and sampling criteria based on professional judgment.
  - To prepare working papers of audit findings and review with the audit line Manager.
  - To submit the audit report as per agreed action plan and establish the best operating practice for minimizing of risk factors.
  - To performed and conduct the compliance related work of companies HR, admin and IT department.

**Company** : **Bangla TV Limited**, Bangla TV Bhaban, 83, Siddheswari Road, Ramna, Dhaka–1217, Bangladesh, +88 02 58313468-69 (PABX)

**Designation** : Deputy Manager

**Department** : Accounts & Finance

**Duration** : 9 months (01 May 2017 – 31<sup>st</sup> December 2017).

**Responsibilities** :

- To prepare and maintain sales account, sales report for marketing logistics and analytical sales report for the authority.
- To prepare bank book, bank reconciliation, receivable, payable, advance and fixed assets register.
- To prepare and submit the monthly and yearly financial statement of the board of directors.
- Maintaining overall Tax and VAT related work in Bangla TV Ltd.
- Supervision and maintaining overall finance related work.

**Company** : **PARTEX STAR GROUP**, Shanta Western Tower, 186 - Bir Uttam Mir Shawkat Road, Tejgaon I/A, Dhaka-1208.

**Designation** : Senior Officer

**Department** : Internal Control and Compliance, Complex – 1.

**Duration** : 4 years (02 May 2013 – 30 April 2017).

**Responsibilities** :

- To prepare and submit the annual audit plan and executing the audit of all business and functional units.
- To visit the company's all functional units for identified all major risks and analyzed the findings and recommendations and submit the audit report to the management.
- To collect the working papers and evidence document for reviewing the submission of audit report.
- To submit the audit report as per agreed action plan and establish the best operating practice for minimizing of risk factors.
- To performed and conduct the compliance related work of companies HR, admin and IT department.

**Company** : **VIYELLATEX group**, 297 Khortoil, Guzipura, Tongi, Gazipur – 1712.

**Designation** : Executive, Internal Audit.

**Department** : Accounts and Finance.

**Duration** : 9 months (04-Aug 2012 to 30-April 2013).

**Responsibilities** :

- Inventory audit in all business units and store and also report writing as per applicable rules and regulations.
- Regular bill checking (transport, C&F and local vendors) with relevant document.
- Physical verifications and special investigations for risk minimizing as per management assignment.
- Compliance related work like as maternity, salary and final settlement.
- Civil construction work checked and report writing.
- Bill of exchange checked in SAP with supporting.
- Physical cash counting and submit to audit report.
- Stock lot and wastage sale audit.

**Company** : **Masih Muhith Haque & Co.** Chartered Accountants, Level # 13, UTC building, 8 Panthapath, Dhaka – 1215.

**Designation** : Articled student.

**Duration** : 3 years (02-May - 2009 to 01-May 2012).

**Responsibilities** :

- Planning, monitoring, reviewing and controlling works of audit and assurance.
- Preparation of Financial Statements of the various companies, NGOs, Govt. organization etc.
- Preparation of Management report relating to internal control system and compliances with applicable laws, rules and regulations.

### **PROFESSIONAL QUALIFICATION**

1. **CA-CC:** Successfully Chartered Accountancy (CA CC) course has been completed from **Masih Muhith Haque & Co.**, Chartered Accountants under by laws 70, 71 & 74 of the Bangladesh Chartered Accountants Ordinance, 1973 under the Institute of Chartered Accountants of Bangladesh (ICAB). [**PROFESSIONAL EXPERIENCE AT A GLANCE**]
2. **ITP:** Successfully completed Income Tax Practitioner (ITP) of under the National Board of Revenue of Bangladesh. Registration No - 06595

### **ACADEMIC QUALIFICATIONS**

#### **Post-Graduation**

- Master's in Business Studies (MBS) in Accounting from Modan Mohan College Sylhet under National University secured second class obtained 56.80% marks in 2007.

#### **Graduation**

- Bachelor of Commerce (B. Com) honors in Accounting from Modan Mohan College Sylhet under National University secured second class obtained 47% marks in 2006.

#### **Higher Secondary**

- H. S. C Commerce group from Modan Mohan College Sylhet under Sylhet Board secured second division obtained 52.50% marks in 2002.

#### **Secondary**

- S. S. C Science group from Shiluya High School, Juri under Comilla Board secured first division obtained 61.80% marks in 1999.

### **LANGUAGE PROFICIENCY**

Fluency in Bengali over reading, writing, listening and speaking.

Good command in English over reading, writing, listing and speaking.

### **COMPUTER LITERACY**

#### **Operating System**

- Microsoft Windows 98/2000/2003/2007/XP.

#### **Office Application Software & Internet**

- Application Software: MS-word, MS-Excel & Microsoft office outlook.
- Accounting Software: SAP, ERP & Tally.

**TRAINING SUMMARY**

| Training Title                                  | Topic  | Institute/<br>Organization | Trainer             | Year | Duration |
|---|--|----------------------------|---------------------|------|----------|
| Microsoft Excel Workshop                        | Excel 2013: From Novice to professional  | Bdjobs.com Ltd.            | Mr. Samiul Haq      | 2016 | 16 Hours |
| English Language Courses                        | English at work  | Prothom-alojobs.com        | Mr. Mirja Tariq Beg | 2013 | 14 Hours |
| Psychodrama, Sociometry and Group Psychotherapy | Introduction to Sociodrama and Sociometry: Psychosocial care and empowering disadvantaged persons. | RRTC, Shamoly, Dhaka.      | Mr. Herb Propper    | 2009 | 10 Hours |

**PERSONAL INFORMATION**

Father's Name : Sunil Purkayastha.  
 Mother's Name : Dipu Rani Purkayastha.  
 Permanent Address : Vill – Bhagadahar, PO – Muraul, PS – Barlekha, Zilla – Moulvibazar.  
 Date of Birth : May 18, 1983.  
 Sex : Male.  
 Nationality : Bangladeshi by birth.  
 Religion : Sonaton (Hindu).  
 Marital status : Married.  
 Health : Sound.  
 Hobby : Playing Tabla, reading story books, internet browsing and travelling.

**REFERENCE****Mr. Masih Malik Chowdhury, FCA**

Senior partner  
 Masih Muhith Haque & Co.  
 Chartered Accountants  
 Level # 13, UTC Building,  
 8, Panthapath, Dhaka - 1215.  
 Tel. # 02-9130675, 9144357.  
 masih@masihmuhith.com

**Mr. Gobinda Chandra Das, FCA**

Senior General Manager  
 Finance and Accounts  
 Partex Star Group  
 267, Tejgaon Industrial Area,  
 Dhaka - 1208.  
 Mob # 01755584988.  
 gobinda.das@psgbd.com

**CERTIFICATION**

I, the undersigned, certify that to the best of my knowledge and behalf this resume correctly describes my qualifications my experience and me. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.


**Siddhartha Purkayastha**

## **PROFESSIONAL EXPERIENCE AT A GLANCE**

External Audit, Compliance and Accounting Service

### **SPECIAL AUDIT**

#### **Bank & Insurance**

- Al-Arafa Islami Bank Ltd.
- Jibon Bima Corporation.
- Green Delta Insurance Ltd.
- Shahjalal Islami Bank Ltd.
- Progoti Insurance Ltd.

#### **NGOs/Development**

- OXFAM-GB Bangladesh (Various project over the country).
- D'Net – Development Ltd.
- PKSf (Micro credit program over the country).

#### **Corporation/Autonomous body**

- Ministry of Local Government & Rural Development (LGSP-Union parishad).
- PDB consumer audit.

### **ASSETS REVALUATION**

- Popular Pharmaceuticals (Pvt.) Ltd.
- Appollo Ispat Complex Ltd.

### **INVENTORY ON FIXED ASSETS**

- Berger Paints Bangladesh Ltd.
- Beximco Pharmaceuticals Ltd.

## **ACCOUNTING SERVICE AND MANAGEMENT CONSULTANCY**

### **Garments Industries**

- Echotex Ltd.
- Alliance Knit Composite Ltd.
- Asiatic Group.
- Columbia Apparels Ltd.

### **Real Estate Company**

- Diversity Development Ltd.
- Hilside Apartments Ltd.
- Property Business (Pvt.) Ltd.

### **Others**

- North East Medical (Pvt.) Ltd.
- Aamra Technologies Ltd.
- Haque Brothers Industries Ltd.
- Silco Pharmaceuticals Ltd.
- Sylhet Cable System Ltd.
- MGH Group.

### **Taxation Service**

During my CA course, I was involved with the Taxation Department of Masih Muhith Haque & Co. Chartered Accountants where I provided ongoing assistance to the clients and submission of tax return under the self-assessment regime also computation of salary tax.