|  |  |
| --- | --- |
| **PARTHA ROY**  49/1,(Gopibag) R.K Mission Road,  2nd floor, Flat B/1 Dhaka - 1203.  Cellular: +880(17) 2299 5099  E-mail:[partha21aug@gmail.com](mailto:partha21aug@gmail.com) |  |



**Career Objective**

Have the true desire to deliver maximum possible effort and to serve in any esteem organization with utmost sincerity that offers challenges to accomplish mission and build up a career as a knowledgeable professional.

**Strengths**

1. Relationship building interpersonal skills.
2. Positive and professional attitude.
3. Like to take challenges through adopting new regulations;
4. Good interpreter of law by interpreting facts and practice of law.
5. More than Three and a half years of experience.

**Professional Experience at a glance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Position** | **Duration** | |
| **From** | **To** |
| **Metro Knitting & Dyeing Mills Ltd** | **Assistant Manager Accounts & Finance** | July, 2018 | Till the date |
| **Metro Knitting & Dyeing Mills Ltd** | **Senior Officer Accounts & Finance** | January, 2016 | June 2018 |
| **Wata Chemicals Limited** | **Senior Officer Accounts & Finance** | October, 2015 | December 2015 |

**Professional Qualifications**:

|  |  |
| --- | --- |
| **Current** | **Knowledge level Examination** Qualified 500 marks out of 1700 marks up to Knowledge level under the Institute of Chartered Accountants of Bangladesh (ICAB) |
| **2015** | **Course Completion** completed successfully the Chartered Accountancy course on 30th September from Shafiq Basak & Co., Chartered Accountants. |
| **2017** | **Income Tax Practitioner (ITP) Certificate** 2017 Completed successfully the Certificate course held by NBR. |

**Key job exposure**

## Prepare Financial Statement monthly, quarterly in accordance with BAS & BFRS

## To Prepare Financial Budget.

## To prepare of Financial Statements for submission to Income Tax Authority.

## To prepare Company tax return as per the Income Tax Ordinance.

## To check all transactions like debit or credit voucher and maintaining by accounting software.

## Reconcile the bank statement, accounts payable & Receivable etc.

## Preparation and handle the individual tax files of all directors.

## L/C related work (such as Machinery, Yarn, and Accessories etc.

## Preparation and submission of withholding tax return U/S 75A, salary U/S 108 & 108 A as per Income Tax Ordinance.

## To prepare & submission of Income Tax / VAT returns as per time limit set by the authority.

## Arranging documents for collection of TDS / VDS made by the customers form their payment.

* + Handling all taxation and VAT issues of the company
* **Being part of Wata Chamicals Limited**

## Prepare Financial Statement in accordance with BAS & BFRS

* + To Check the Cash Book & Bank Book.

## Arranging documents for collection of TDS / VDS made by the customers form their payment.

## All General Leger and Subsidiary Ledger Control

## Keep Accounting Software up-to-date by posting and checking entered accounting data. (Such as Tally. ERP 9)

## Bank reconciliation, bank payment and receipt vouchers, journal vouchers are done and recorded accurately in books of accounts on due time.

**Major Assignments in Shafiq Basak & Company.**

|  |  |
| --- | --- |
| **Name of the organization** | **Type of services** |
| **Garments/ Textiles:** | |
| Masco Industries Limited | * External Audit * Corporate tax compliance |
| Masco Export Limited | * External Audit |
| MPL Wear Limited | * External Audit * Corporate tax compliance |
| Arbee Textile Limited | * External Audit * Corporate tax compliance |
| J.K Fabrics Limited | * External Audit * Corporate tax compliance |
| Ahmed Amin Group | * Internal Audit * Corporate tax compliance |
| Tasniah Fabrics Limited | * Internal Audit * Corporate tax compliance |
| Concept Knitting Limited | * Annual tax Compliance for 2013 and 2014 * Other Compliances |
| **Banking Companies:** | |
| Standard Bank Limited | * Statutory Audit |
| First Security Islami Bank Ltd | * Statutory Audit |
| **Insurance Companies:** | |
| Eastland Insurance Company Limited | * Statutory Audit |
| Popular Life Insurance Company Limited | * Statutory Audit |

**Academic Qualifications:**

|  |  |
| --- | --- |
| **2010** | **MBS** Completed a one years’ Post-Graduation course. |
| **2009** | **BBS** Completed a four years’ Graduation course. |
| **2005** | **HSC** in Commerce Group from Nasirnagar Degree College, Brahmanbaria |
| **2003** | **SSC** in Commerce Group from NasirnagarAshutosh Pilot High School |

**Language proficiency**

1. English - Moderate in both written and spoken
2. Bangla - Mother tongue

**Computer Literacy**

1. Microsoft Windows and Microsoft Office
2. Accounting software: Tally

**Personal Information**

|  |  |  |
| --- | --- | --- |
| Father’s Name | : | Benu Roy |
| Mother’s Name | : | Sajal Rani Roy |
| Marital Status | : | Married |
| Nationality | : | Bangladeshi by birth |
| Date of Birth | : | 20th August 1987 |
| Blood Group | : | O + |
| Permanent address | : | Nasirnagar, B. Baria |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| i. | **Md. Enayet Ullah FCA**  Partner  Shafiq Basak & Co.  Chartered Accountants,  Shatabdi Center, 6th floor, 292, Motijheel, Dhaka -1000  Contact: +880 1711025146 | ii. | **Shubhra Roy,**  Manager, Tax and Advisory  Rahman Rahman Huq & Co.,  Chartered Accountants,  9 Mohakhali C/A, (5th, 11th and 12th Floors)  Dhaka-1212  Cell: +880 (17) 1202 7777  E-mail: shuvra.roy@gmail.com |

# C:\Users\shubhraroy\Desktop\SHubhra_Sign.jpg**(Partha Roy)**