

Mohammad Mostafa Kamal

Rahman Anis & Co.

Chartered Accountants,

Azad Center, 55 Purana Paltan (13th Floor),

Suit # 13/A-1, Dhaka-1000, Bangladesh

Mobile: 01754952299

E-mail: : m.k.mohoshin777@gmail.com

mostafakamal20607@gmail.com



Objective	<p>To find a challenging position to meet my competencies, capabilities, skills, education and experience. I am willing to give total support to the organization with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.</p> <p>To develop myself as a competent professional accountant in a global competitive and dynamic environment which involves challenging goal and to reach the goal effectively.</p>
Professional Qualification	<p>Successfully completed four (04) years Course of Chartered Accountancy (CACC) (24.02.2012 to 25.02.2016) from the Institute of Chartered Accountants of Bangladesh as an Articled Student under the direct supervision of Mr. Md. Anisur Rahamn, FCA Managing Partner of Rahman Anis & Co, Chartered Accountants which is "A" category Chartered Accountancy firm rated by Bangladesh Bank in 2017.</p>
Achievement in Professional Examination	<p>Fully Qualified CA (PS) knowledge level in the Professional Examination of Chartered Accountancy under the Institute of Chartered Accountants of Bangladesh.</p> <p>Partly Qualified CA (PS) Application level in the Professional Examination of Chartered Accountancy under the Institute of Chartered Accountants of Bangladesh.</p>
Summary of Academic Qualification	<p>Bachelor of Business Administration (B.B.A) Major in Accounting University of Dhaka GPA-2.92 Out of 4.00 Passing Year 2015</p>
	<p>Higher Secondary School Certificate (H.S.C) BCIC College, Mirpur, Dhaka Group - Science GPA-4.70 Out of 5.00 Dhaka Board Passing Year 2011</p>
	<p>Secondary School Certificate (S.S.C) Group - Science Haji Ashraf Ali High School, Mirpur, Dhaka Dhaka Board GPA-5.00 Out of 5.00 Passing Year 2008</p>
Work Experience	<p>1) <u>Deputy Manager (1 March, 2016 to Continue)</u> Rahman Anis & Co, Chartered Accountants Azad Center, 55 Purana Paltan (13th Floor), Suit # 13/A-1, Dhaka-1000, Bangladesh Department : Audit & Assurance.</p>
Professional Strengths	<p>Have gained practical experience over corporate sectors and have the ability to work confidently and effectively to prioritize schedules in meeting deadlines & targets. However, my key strength includes:</p> <ul style="list-style-type: none">• Excellent understanding over most of the International Accounting Standards (IASs) and International Financial Reporting Standards (IFRSs);• Having a good understanding over financial management issues and also over financial forecasting & budgeting;

- Adequate knowledge over regulatory affairs like Companies Act, corporate tax, VAT, Withholding tax, Board Meetings etc.;
- Competent to analyze various accounting & financial issues, ratio analysis and associated implications thereon; and
- Interpretation of financial statements in many forms.
- Reporting to the Management or Superior on significant financial events.

Professional Knowledge and Skills

A. Financial and Accounting Services:

- Preparing and maintaining the Books of Accounts & Registers in both computerized and manual system.
- Preparing the Financial Statements as per applicable rules and regulations and as per organizations accounting manual and to interpret the results of financial operations.
- Preparing and checking Vouchers, Bills and Reconciliation Statement etc.
- Preparing the Chart of Accounts as per business model and nature of transaction.
- Reporting to the Management or Superior on significant financial events.
- Financial Analysis and Analytical Review of organizations financial information.
- Assisting superior to develop new initiatives to Financial Policies, Strategies
- Advising and assisting in preparation and maintenance of books of accounts, i.e. Ledger, Cash book, Voucher etc.

B. Auditing Services:

- Discussion with the management about the audit issues and observations at the working level.
- Submission of audit files to the audit manager for reviewing and to give explanations as per requirement.
- Framing Audit Opinions based on the audit evidences.
- Assist to finalize the audit report as required by Partner.

Major Clients dealt at Rahman Anis & Co.

Name of the Organization	Nature of works	Duration (Months)
Full Accounting and Internal Audit Service		
Chemlube Ltd	Internal Audit , Accounting Service , FS preparation	4 Years
Multinational Manufacturing Companies:		
ITUCHU Bangladesh (Pvt.) Ltd.	Annual Audit (External)	2.0
Bank and Financial Institutions:		
Bangladesh Commerce Bank Ltd.	Provident Fund Audit	1.0
Universal Financial Solutions Ltd.	Annual Audit (External) & Accounts Consultancy	2.5
Telecommunication Companies:		
Aviat Networks Bangladesh Ltd.	-Preparation of VAT Challans -Correspondence with Audit Firm & Consultants	1 Year
Local Manufacturing Companies:		
Zalo Knitting Ltd.	Annual Audit & Asset Valuation	2.0
Arrow Sports Wear Ltd.	Annual Audit (External)	2.0
I.P JAQ KNITTING LIMITED	Annual Audit (External)	1.5
Tavani Beverage Ltd.	Annual Audit (External)	1.5
Real State & Developers Companies:		
Emirate Real Estate Ltd.	Annual Audit (External)	2.0
Technopool Builders Ltd.	Annual Audit (External)	2.0
Shuchana Builders Ltd.	Annual Audit (External)	3.0
Other Limited and Trading Companies:		
Mohammad Trading	Provident Fund Audit	15 Days
IMEX Trading	Annual Audit (External)	15 Days
Jute Mills		
Karim Jute Mill Ltd.	Annual Audit (External)	2.0
Statutory Audit of NGO		
SHAGARIKA Shamaj Unnayan Sangstha	Annual Audit (External)	5 Days

UGC Approved University

American International University of Bangladesh.	Annual Audit (External)	15 Days
--	-------------------------	---------

Taxation Services:

	Corporate Tax	Preparing Return of companies (IT-11GHA) Preparing Return of Withholding Tax (Section 75A/Rule 24A) Preparing VAT Account Current & Return (VAT 18 & 19)		
	Personal Tax	Preparing Return of individuals (IT-11GA, IT-10B, IT-10BB)		
Training	Name Of Training	Name Of Institute	Period	Certificate
	UPGP Audit (LGSP II)	Local Government Division, Bangladesh	27.05.2015	With Certificate
	UPGP Audit (LGSP II)	Local Government Division, Bangladesh	03.01.2016	With Certificate
	IAS, ISA, IFRS Related Training	Rahman Anis & Co.	2012-2016	Without Certificate

Computer Proficiency	<ul style="list-style-type: none"> ■ Excellency on tally (ERP) Accounting Software. ■ Basic Knowledge About Quick Book (International Accounting Software) ■ Microsoft Office Programs (MS Word, Excel, PowerPoint,) ■ Networks: Working capability under official LAN/WLAN.
-----------------------------	--

Language Proficiency	Excellent written and verbal communication skill both in Bengali & English.
-----------------------------	---

Interests and activities	Travelling, Listening to music, Reading editorials and sub-editorials, Current national & international affairs, Economic affairs,
---------------------------------	--

Personal Information	Father's Name	: Mohammad Abdus Samad
	Mother's Name	: Monowara Begum
	Date of Birth	: 10 November 1993
	Sex	: Male
	Nationality	: Bangladeshi by birth
	Religion	: Islam
	Height	: 5'-01"
	Blood Group	: O-
	Marital Status	: Single
	National ID No.	: 19931910988000120

Permanent Address	Village/Road – Digol Gawon, Post Office: Agaro Gram , Upazilla – Barura , District – Comilla
--------------------------	---

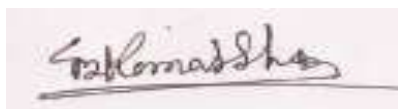
References	Md. Anisur Rahman, FCA (Past President of ICAB) Managing Partner Rahman Anis & Co. Chartered Accountants, Azad Center, Suit No.#13/A-1 (Floor-13) 55, Purana Paltan, Dhaka-1000 Office Telephone: 02-9552597 Email: ca_rac@yahoo.com	Prof Maruf Islam PhD Ex. Assistant Country Director (CARE USA) CEO: ICT-NMF Worked for UN (FAO & WFP) Email: nmn@theolivesbd.com ceo@ictnmf.com House #03, Ro.# 126, Gulshan-1, Dhaka
-------------------	--	--

Declaration

I, the undersigned, declare that to the best of my knowledge and belief, this resume correctly describes me, my qualifications and my information.

Thanking you.

Yours sincerely,



(Mohammad Mostafa Kamal)