

A.T.M. Shamim Reza

Present address:

271/17, Niribili Housing, Shankar,

Dhanmondi, Dhaka.

Cell: +8801673989181.

E-mail: shamimhvc2406@gmail.com



Career Objective: To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Professional Qualification: **Associate Chartered Accountant (ACA)**
Institute of Chartered Accountants of Bangladesh.
Membership No-1766 (passed in Nov-Dec'2015 session)

Experience: 1. **Assistant Vice President** (*From October 2016-Present*)
Accounts Division (Head Office)
Dutch-Bangla Bank Limited
Motijheel, Dhaka.

Major Duties & Responsibilities:

- Preparation of Financial Statement in accordance with IFRS & IAS.
- Reconciliation of different ledger head.
- Write-up of Memo for the Board meeting on financial performance.
- Preparation and update of Accounting Manual of the Bank.
- Preparation of Annual Report of the Bank.
- Preparation of Fixed Asset Policy of the Bank.
- Checking of Tax & VAT deduction at source from bill.
- Calculation of Annual Tax Provision of the Bank.
- Assist in submission of VDS & TDS return of the Bank.
- Mitigation and reconciliation of system suspense and other GLs.
- Checking of daily vouchers for supplier's payments, assets booking etc.
- Monthly & yearly provision related journal entries and advance adjustments.
- Preparation of yearly budget.
- Up-gradation of other Internal Policies of the Bank.
- Searching area of cost reduction & other jobs assigned by the management.

2. **Head of Compliance** (*From March-October'2016*)
United Finance Limited
22, Kazi Nazrul Islam Avenue
Dhaka-1000.

Duties/Responsibilities:

- Lead the compliance team for conducting audit of branches,
- Preparing report for Audit Committee of the board.
- Sending audit report to branches for compliance.
- Correspondent with senior management for compliance of audit observation.
- Any other work as assigned by the board and management from time to time.

3. **Audit Supervisor** (from 05 April 2012 to 20 September 2015)
(*Under Dr. Jamaluddin Ahmed, FCA*)
Hoda Vasi Chowdhury & Co.
(Chartered Accountants)
Kawran Bazar, Dhaka.

Skills & Expertise:

1. Knowledge on International Financial Reporting Standard (IFRS) & International Accounting Standard (IAS).
2. Knowledge on Company Act 1994, Banking Company Act 1991 and 2013(amendment), Income tax ordinance 1984, latest Finance act and other laws and regulation.
3. Preparing Bank reconciliation & fixed asset register.
4. Evaluation and designing of Internal Control Policies & Procedures.
5. Budgeting and Tax planning etc
6. Have expertise to work under fully computerized environment.

**Academic
Qualification:****MBA**

Major: Accounting & Information Systems
CGPA: **3.42** (Out of GPA-4)
Passed in 2013
University: Jagannath University

BBA

Major: Accounting & Information Systems
CGPA: **3.57** (Out of GPA-4)
Passed in 2013
University: Jagannath University

HSC

Group: Business Studies
GPA: **5.00** (Out of GPA-5)
Passed in 2005
College: BAF Shaheen College, Tejgaon
Board: Dhaka

SSC

Group: Business Studies
GPA: **4.31** (Out of GPA-5)
Passed in 2003
School: Noakhali Zilla School, Noakhali
Board: Comilla

Major Audit Clients during the Article ship period at “Hoda Vasi Chowdhury & Co.”:**➤ Manufacturing Company**

- Linde Bangladesh Limited (BOC)
- Seven Circle Bangladesh Limited.
- Bengal Windsor Thermoplastic Limited
- Universal Menswear Limited
- Ratanpur Steel Re-Rolling Mills Limited (RSRM)
- Partex Beverage Limited

➤ Banking Company

- Bank Asia Limited
- The Farmers Bank Limited
- Modhumoti Bank Limited

➤ Other sectors

- American Life Insurance Company Limited
- SDV Bangladesh Private Limited
- North West Power Generation Company Limited (NWPGL)
- Butterfly Marketing Limited (LG-Butterfly)
- Delta Life Insurance Company Limited
- Ananta Huaxing Limited

- Computer Literacy:**
- Accounting Software i.e., **Banking software, Tally, SAP.**
 - Ms-Office including Ms-Word, Ms-Excel, Ms-Power point.
 - E-mail and Internet Browsing.
- Achievement:**
- Board Scholarship for SSC result.
 - Board Scholarship for HSC result.
- Training:**
- Training on Accounting Software “Tally” arranged by department of Accounting & Information Systems, Jagannath University.
 - Training on Public Financial Management for the tomorrow’s members of ICAB under World Bank Project.
- Languages:**
- Bengali: Mother Tongue
 - English: Fluent in speaking, Listening and writing.
- Interest:**
- Playing Cricket, Travelling, Listening Music etc.
- Personal Information:**
- Nick name : Faisal
 - Father’s Name : Md. Abdul Momin
 - Mother’s Name : Rabeya Sultana
 - Date of Birth : 6th April, 1987
 - Religion : Islam
 - Nationality : Bangladeshi by Birth.
 - Marital Status : Single
 - Blood Group : O+ (positive)
 - Permanent address : Vill: East Rajur Gaon
Post: Abdullah Miar Hat
Upzilla: Kabir Hat
Zilla: Noakhali

References:

1. Dr. Jamaluddin Ahmed FCA
Chairman
Emerging Credit Rating Company Limited
Mob: 01833330000
Email: jamal@emergingrating.com

2. A.N.M. Abul Kashem
Executive Director
Bangladesh Bank
Mob: 01755584915
Email: anmabul.kashem@bb.org.bd

I certify that all the information stated in this resume is true and complete to the best of my knowledge.

Date:

Signature: