

**MD. ARIF HOSSAIN**

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Section- Mirpur 12, Dhaka-1216

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**Career Objective**

An aspiring chartered accountant, skilled in areas of IFRS, income tax and regulatory matters. I have also demonstrated effective managerial skills through handling multiple assignments simultaneously with strict deadlines. Now seeking to gain multisectoral exposure to operations of the corporate sector and implement my skills and experience, with a strict focus on ethics, accountability, and value generation for all stakeholders.

**Summary**

- Total year of experiences: More than Ten (10) years
- Working as a Manager (Accounts & Finance)
- CA course completed from **S. F. Ahmed & Co.**, Chartered Accountants
- Successfully completed professional stage Certification Level (former Knowledge Level) and now in Professional Level
- B. Com (Hon's) & M. Com in Accounting

**Employment History**

**Organization:** Grey Advertising (Bangladesh) Ltd. (WPP Company)

**Current Position:** Manager-Accounts & Finance

**Responsibilities (major areas in brief):**

- Full responsible for Accounts Receivable
- Review bank and cash reconciliation statement
- Maintain Fixed Assets Register and monthly depreciation.
- Review the accuracy of TDS and VDS
- Coordinate with regional team regarding various queries and make them clarified.
- Coordinate with Tax Consultants regarding corporate tax as well as other Company tax matters
- Sarbanes-Oxley Act 2002 (SOX) related compliance
- RCM (Risk and Control Matrix) related compliance
- Inter-company balance reconciliation
- Coordinate with AD (authorized dealer) bank for foreign remittance and dividend.
- Quarterly FDI (Direct Foreign Investment) return
- Prepare Statutory Financial Statements for external Auditor
- Assist Finance Director for preparing monthly MIS report
- Coordinate with External Auditor for Statutory Audit

## Professional & Academic Qualification :

### Professional Qualification :

- **CA Course** completed from **S. F. Ahmed & Co.**, Chartered Accountants
- Successfully completed professional stage certification level (former Knowledge Level) under The Institute of Chartered Accountants of Bangladesh (ICAB) and continuing in Professional Level

### Academic Qualifications:

- **Master of Commerce (Accounting):** Jagannath University, Year: 2006, Second Class
- **Bachelor of Commerce (Hon's in Accounting):** Jagannath University, Year: 2004, Second Class
- **Higher Secondary Certificate (H.S.C):** Rajshahi Board, Year: 1998, First division, Commerce  
Institute: Bagbati Degree College, Sirajganj.
- **Secondary School Certificate (S.S.C):** Rajshahi Board, Year: 1996, First division, Social Science  
Institute: Harina Bagbati High School, Sirajganj

### IT Knowledge:

- MS Word, Excel, Access & Power Point
- Tally - Accounting Software
- Adept - Accounting Software
- E-mail and Internet Browsing

### Language Proficiency:

- Proficiency in Bengali : Mother tongue
- Proficiency in English : Multinational Company's working environmental proficiency.

### Personal Information:

Father's Name	:	Md. Azmol Hossain
Mother's Name	:	Mst. Noorjahan Begum
Permanent Address	:	Village-Garudaha, Post Office-Fulkocha Police Station-Sirajganj, District-Sirajganj
Date of Birth	:	31 <sup>st</sup> October 1981
Nationality	:	Bangladeshi (by Birth)
Marital Status	:	Married
Blood Group	:	B+
Religion	:	Islam
National ID	:	8817816254750
Passport No.	:	BX0305152

## DECLARATION

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I, the undersigned do solemnly affirm that the information contained herein is correct to the best of my knowledge and belief.



MD. ARIF HOSSAIN

## REFERENCES

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**Bijoy Mondal, FCA, ACMA, CGMA**

Chief Financial Officer and Company secretary

**HMCL Niloy Bangladesh Limited**

Nitol – Niloy Tower

Plot # 69, Nikunja-2, Dhaka-1229

Cell No. +8801919098540

Email: bijoyaca@gmail.com

**M. Mushtaque Ahmed, FCA**

Senior & Tax Partner

**S. F. AHMED & CO. (SFACO)**

Chartered Accountants, Established: 1958

House 51, Road 09, Block F, Banani, Dhaka 1213

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**Md. Moktar Hossain, FCA**

Partner

**S. F. AHMED & CO. (SFACO)**

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