

MD. NAZMUL HOSSAIN

Address: 16/12, Block-C, Mirpur-12, Pallabi, Dhaka.

Mobile No: 01716450981

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Career Objective:

Willing to develop my career in any suitable position, where I can make a meaningful contribution with security, honesty & dedication. With my challenging opportunity, I will try to help the organization to achieve its goals with utmost sincerity and mutual benefits.

Specialization:

- ❖ knowledge in ERP-9(Tally)
- ❖ Quickbooks (Cloud Accounting)

Employment History:

1. Sr. Executive-Internal Audit (04 January,2020-Contunuing)

Hosaf Group (HF power Ltd ,EPL Ltd, Citilink Apartments Ltd ,Hosaf Meter Ltd)

Company Location : High Tower, 9 Mohakhali C/A, Dhaka-1212, Bangladesh.

Department: Internal Audit

Duties/Responsibilities:

1. 1 Perform Pre-Audit & Post-Audit of all kinds of operating expenses to ensure compliance with existing policies.
2. To check and detect fake Bills & Over Invoices/ Bills and Controlled & Stopped Payment.
3. Check and verify all kinds of bill, vouchers, requisitions & supporting documents for ensuring the accuracy of financial transactions.
4. Physical market verification & quotation collection to compare with the local rate & market and any significant deviation must be reported to the management.
5. Monitor of Account & Finance department activities; (Software, petty cash, Advance, IOU, etc.).
6. To check VDS, TDS rate for deduction to ensure regulatory compliance of the organizations and IAS/Tax & VAT Laws.
7. Assess and evaluate the internal control system of the organization and report to the management where control weakness is laying.
8. Prepare reports on Audit findings and follow up on implementation of audit findings.

2. **Sr. Executive-Audit** (April 16, 2017 – 30 December,2019)

VIRGO GLOBAL (Pharmaceutical,Tobacco,Fish processing, Garments and textile etc)

Company Location : H#178,R#02,Baridhara DOHS, Dhaka

Department : Audit

Duties/Responsibilities:

1. Have to regularly check all kinds of bills, requisitions, logistics & transport cost, construction, and other related expenses.
2. Checking and verify accounts related tasks like financial vouchers, suppliers bill, C&F bill & Freight forwarder, etc.
3. Check all transactions like receive voucher, payment voucher, journal voucher including the factory.
4. Auditing Admin & HR department activities (salary, wages, Overtime, TA & DA and Incentive, etc.)
5. Conduct audit on local cash procurement, price verification, and justification for purchase order and quality confirmation.
6. Check all of receipts & payment, bank reconciliation, income statement and others bank transactions.
7. Physical verification of inventory and fixed assets of the company in a timely manner and report to the management..
8. Design & implement internal auditing policies, procedures, and programs that comply with the company policy and help the company to minimize the costs.

3. **Executive-Accounts & Audit** (May 5, 2013 - February 28, 2017)

Lalmi Group (FMCG, Footwear, Trading, Agro processing etc)

Company Location : 107,Khan Mansion,Motijheel,Dhaka-1000.

Department : Accounts

4. **Jr. Accounts Officer** (December 3, 2010 - July 7, 2011)

Aman Feed Limited, (Aman Group)

Company Location : Singhagati, Ullapara, Sirajgonj

Department : Accounts officer

Training Summary:

Certification	Institute	Country	Location	From	To
VAT & SD Act and Income Tax, FY 2017-18	Bangladesh Tax Training Institute	Bangladesh	IDEB Bahban,Kakrail,VIP Road,Dhaka	August 6, 2017	August 10, 2017

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Accounting & Information System	Rajshahi University	CGPA:3.65 out of 4	2013	02 years
MBS	Accounting	National University (Rajshahi College)	First Class	2009	01 Year
BBS	Accounting	National University (Rajshahi College)	Second Class	2008	4 Years
HSC	Business Studies	Govt. Aashek Mhamud College ,Jamalpur	CGPA:3.9 out of 5	2004	2 Years
SSC	Business Studies	Jamalpur High School ,Jamalpur	CGPA:3.88 out of 5	2002	2 Years

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	Medium	Medium
Bangla	High	High	High

Personal Details :

Father's Name : Md. Taslim Uddin
 Mother's Name : Sultana Taslim
 Date of Birth : October 25, 1987
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Holding #254, Sadhur More, Post: Ghoramara, P. S: Boalia, District: Rajshahi.
 Current Location : Block-C,Mirpur-12,Pallabi,Dhaka

Reference (s):**Reference: 01**

Name : Md. Reza Ahamed
 Organization : Lalmai Group
 Designation : Manager Audit
 Address : 107,khan Mansion, Motijheel,Dhaka
 Mobile : 01933000125
 E-Mail : reza.audit@gmail.com

Reference: 02

Md. Momin Uddin
 Pakiza Group
 AGM(Vat & Corporate Tax)
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mominkcr@gmail.com

Relation

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Professional

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Family Friend

The above mentioned information is correct and true to the best of my knowledge and Belief.

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Nazmul Hossain