

NURUL KARIM



WORK EXPERIENCE

Executive-Accounts & Finance

Texpert Limited (A Hong Kong based company)

House #135, Road #1, Baridhara DOHS, Dhaka-1206

Texpert, a multinational company, marketing and sourcing partner for Textiles and Technical Textiles Value Chain since 2002
November 2021 to Continuing

Job Responsibilities:

- Collect monthly vendor bills, assess the bills, take approval from approving authority and made payments.
- Passed the transaction into Accounting Software day to day basis.
- Verify accounting records by reporting personnel after end of the month.
- Support auditor by providing documents & other related queries as per auditor's requirements.
- Preparation & arrange documents of Monthly Value Added Tax (VAT) Return 9.1 as per Section 64 (Rule No 47) of VAT and SD Act, 2012, and submit to authority.
- Preparation & arrange documents of Statement of Tax Deducted from Salaries & Other than salaries under section 50 of the Income Tax Ordinance, 1984 & under Chapter VII of the Income Tax Ordinance, 1984 (XXXVI of 1984) & submit to authority.
- Preparation & arrange documents of Statement of Withholding Tax Return (half yearly) as per Section 75A of Income Tax Ordinance, 1984 & submit to authority.
- Preparation & arrange documents of Statement of Return of Income and Expenditure to Tax Authority, BIDA authority & bank as per BIDA term & submit to authority.
- Preparation & arrange documents of Yearly Salary TDS deduction Statement to Tax Authority as per section 108 of the Income Tax Ordinance, 1984 & submit to authority.
- Preparation & arrange documents of Information regarding filing of return by employees to Tax Authority as per section 108A of the Income Tax Ordinance, 1984 & submit to authority.
- Preparation & arrange documents of Annual Return to Tax Authority within as per Section 75 of Income Tax Ordinance, 1984, submit to reporting senior for approval & submit to authority.
- Preparation & arrange documents and all financial records for Annual Audit & submit to reporting senior for approval.
- Prepare variance report of expenses with previous months & submit to reporting senior.
- If there are any significant changes in expenses, have to find out the reason & report to reporting senior.

EXECUTIVE, ACCOUNTS

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- nurulkarim1991bd@gmail.com
- (+88) 01825584096
- 330/4/1, East Nakhalpara, Tejgaon, Dhaka-1215

PROFESSIONAL QUALIFICATION

Chartered Accountancy Course
Complete **(CA CC)**
October 2017 to September 2020
Passed 400 Marks

ACADEMIC QUALIFICATION

MBA in Accounting 2016 3.06
Tongi Govt. College
BBA in Accounting 2014 2.83
Uttara Town University
HSC in Business Studies 2009 3.60
Comilla Board
SSC in Business Studies 2007 4.81
Comilla Board

PROFESSIONAL ACHIEVMENT

Meritorious Performer of the
month June 2022
And September 2022

ACCOUNTING SYSTEM

Tally ERP 9, Logic, DreamApps
(ERP), Professional proficiency in
Microsoft Excel

LANGUAGE SKILLS

Bangla : Native
English : Professional proficiency
Hindi : Listening & Speaking

WORK EXPERIENCE



Executive-Accounts & Finance

A & I Group

Plot #47, R #11, Block #H, Banani, Dhaka-1213

A&I Group is the leading manufacturer, trader and supplier of excellent quality Pharma Pet Bottles, Agro Pet Bottles, HDPE Bottles, Dry Syrup Bottles, Plastic Caps, Dropper bottles, etc.

October 2020 to October 2021

Job Responsibilities:

- Preparation & check of kinds of vouchers, bills, purchase orders, good receiving notes and processing for payment;
- Preparation of monthly and yearly budget and budget variance analysis report;
- Maintain daily financial transactions through cash & cheques;
- Maintenance all kinds of financial records: Ledger, cash book, bank book and petty cash management;
- Preparation of bank reconciliation statements;
- Ensuring day to day posting in ERP;
- Preparation of Month closing accounts and reporting to the management;
- Preparation & analysis of Financial Statements in accordance with IAS, IFRS;
- Preparation of payroll statement & calculation of salary TDS (Rule 21 & 23);
- Preparation of bank advice of salary/wages & arrange to disburse monthly salary & wages.
- Verify all requisition for purchase.
- Advance file & Post-date cheque file & fixed assets register maintenance.
- Cheque issue against bills & cheque issue register maintenance.
- Preparation of VAT challan 6.3, purchase register 6.1, sales register 6.2
- Preparation and submission of monthly VAT return 9.1,
- Preparation and submission of monthly TDS statement of salary & other than salary, withholding tax return, Return u/s 108 & 108A. Confirming TDS, VDS deduction at source, deposit to Govt. treasury and issuing of VDS certificates (Mushak 6.6);

REFERENCE

Mr. A.K.M Fazlul Haque FCA

Senior Partner

Hussain Farhad & Co.

Chartered Accountants

H# 15, R# 12, Niketon, Gulshan-1, Dhaka 1212.

Cell: +8801768 747623

E-mail: fhbiplotb@hfc-bd.com

DECLARATION

I hereby declare that the above-mentioned information is correct, up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Nurul Karim

PROFESSIONAL DEVELOPMENT & TRAINING

- Certificate of "PASSION FOR ACCOMPLISHMENT – BELEIVERS" Texperits Limited
- "IAS & IFRS" organized by Hussain Farhad & Co. in 2017(Duration :- 2 Months);
- "Taxation (ITO 1984)" organized by Hussain Farhad & Co. in 2019;
- "VAT and Supplementary Duty Act 2012" organized by ICAB in 2022;
- "VAT and Supplementary Duty Act 2012" organized by Business Development Co in 2020;
- 05-days training on "Bank Audit" organized by Hussain Farhad & Co. in 2017;
- "Audit Practice Manual (APM) & ISA" organized by Hussain Farhad & Co. in 2017 (1 month).

PERSONAL INFORMATION

Date of Birth	: March 26, 1991;
NID No	: 19913015140000129
Father's Name	: Ledu Mia;
Mother's Name	: Meherun Nessa
Marital Status	: Unmarried;
Religion	: Islam
Blood Group	: A+(ve);
Permanent Address	:Vill: Mohammadpur; P. O.: Baksha Mahmud; P. S.: Parashuram; District: Feni.

Mr. Asifur Rahman FCA, ACS

Partner

Hussain Farhad & Co.

Chartered Accountants

H# 15, R# 12, Niketon, Gulshan-1, Dhaka

Cell: +8801974 094003

E-mail: asif@hfc-bd.com