

30 May 2020

To
FrontDesk Bangladesh (FDB)
Dhaka, Bangladesh.

Dear Sir,

I heard about FrontDesk Bangladesh (FDB) from one of my colleague that FDB is one of the best leading professional recruitment firms in our country and then I visit your website that encourages me to contact you.

Therefore I've 3 years of practical exposure in the accounts/audit section with M A Quader Kabir & Co., which is the Leading Chartered Accountancy firm in Bangladesh. Then I have worked for 01 (one) year in the area of Tax & VAT (Accounts Department) in Unilliance Group Holdings Ltd. which is one of the most prominent company in Home Textile Industry in Bangladesh. **Now I am working in a joint venture of Apex Footwear Limited, Bangladesh & Greenland International Limited, China which is 100% export oriented Footwear Company, namely: Blue Ocean Footwear Limited where my job areas are mostly in company's Tax & VAT sectors, accounting compliance issues etc.** Moreover, my academic qualifications should be an added advantage along this way.

My resume and references are attached. Please feel free to contact me at your convenience and I look forward to hearing from you soon.

Thanks and Regards:



(Sajol Roy)

SAJOL ROY

C/O: Rafikul Islam Chaklader
 KA 30/2 (5th floor), Joar Sahara
 Vatara, Dhaka-1229.
 Cell: +88 01842120798
 Email: sotyajitsajol@gmail.com



Objective

My objective is to obtain mid-level position in a professional office environment where my skills & experiences are valued and can benefit the organization. Ideally, I wish to have a focus in finance & accounts field for a reputed international/multinational/national organization. I stay hungry to learn and set quantifiable goals to achieve them. I believe my performance can make a difference.

Professional Qualification

Institute: The Institute of Chartered Accountants of Bangladesh (ICAB), Dhaka and Successfully completed 03 (three) years Chartered Accountancy Course **CA (CC) (Duration: 01 August, 2012 to 31 July, 2015)** with one of the country leading Chartered Accountancy firm, **M/S M A Quader Kabir & Co.** Chartered Accountants, House 11, Road 1/A, Sector 5, Uttara, Dhaka-1230.

- **Professional Stage – CA Certificate Level.**
- **Income Tax Practitioner (ITP), registered under National Board of Revenue (NBR), Registration No: 5376/2017 dated: 01 November, 2017.**
- **Member of Dhaka Taxes Bar Association, Membership No – S03131.**
- **Member of VAT Tax Customs Professional Forum (VTCPF), Membership No-50.**
- **LL.B (Professional) – Greenview Law College (under National University) – Second Class, Passing Year: 2019.**

Academic Qualification

Masters of Business Administration (MBA)

American International University, Bangladesh (AIUB), **Result:** 3.78 (Scale of 4.00)
 Major: Finance, Passing Year - 2015

Bachelors of Business Administration (BBA)

American International University, Bangladesh (AIUB), **Result:** 3.89 (Scale of 4.00)
 Major: Accounting & Finance, Passing Year – 2012.

Higher Secondary Certificate (HSC)

Govt. Nazimuddin College, Madaripur, Dhaka Board, **Result:** GPA-4.40.
 Group: Business Studies, Passing Year- 2006.

Secondary School Certificate (SSC)

Algi High School, Madaripur, Dhaka Board, **Result:** GPA- 4.19.
 Group: Business Studies, Passing Year- 2004.

Personal Information

Full Name	:	Sajol Roy
Father Name	:	Sankar Kumar Roy
Mother Name	:	Bisnu Rani Roy
Permanent Address:	:	Vill: North-dudkhali, Post: Hobiganj-7903, P.O & Dist: Madaripur, Dhaka, Bangladesh.
Date of Birth	:	January 01, 1990
Religion	:	Hinduism
Nationality	:	Bangladeshi by born
National ID	:	19905415423237243
Marital Status	:	Unmarried
Interest	:	To participate different social awareness project/activities like blood donation, tree plantation project and Reading, Bicycle Riding, Traveling etc.

Experiences

1. Blue Ocean Footwear Limited (A Joint venture of Apex Footwear Limited-Bangladesh & Greenland International Limited-China)

Designation:	Assistant Manager – VAT & Tax (Accounts & Finance Department) From January 01, 2018 to Present
	Senior Executive - VAT & Tax (Accounts & Finance Department) From October 23, 2016 to December 31, 2017.
Major Job Responsibility:	<ul style="list-style-type: none"> ➤ Keeping records of transaction and preparation & Posting of various types of vouchers in SAP (and ERP for Inventory part only) on a regular basis. ➤ Import –Export transactional summary preparation for co-efficient reconciliation. ➤ Ensure appropriate TAX and VAT deduction from vendor invoices and deposit to Govt. treasury. ➤ Submission of VAT & Tax related returns e.g. monthly VAT return (Mushok-9.1), Monthly Tax Report for Tax zonal Office, Half Yearly TDS Return (u/s-75A) etc. ➤ Calculate deduction of Advance Income Tax (AIT) from monthly salary of the Staff who are taxable as per latest Finance Act of GoB. ➤ Submission Salary Statement under Section-108 & 108A once in a year to the Income Tax Authority within stipulated time. ➤ Ensure all compliance with VAT Act and Income Tax Rules & SROs. ➤ Assist Director-Finance in preparation of Annual Tax Return by providing necessary workings & Schedules. ➤ Provide required statements, schedules, supporting documents, data etc. to the authority to facilitate tax assessment and appeal works as and when required. ➤ Prepare and ensure submission of FDI report (quarterly) to Bangladesh Bank. ➤ Preparation and submission of periodic (monthly/quarterly/half-yearly/yearly) financial reports particularly for VAT & Tax purpose to the management. ➤ Employees Provident Fund month-wise reconciliation & Yearly Accounts Preparation. ➤ Month-wise and Yearly Inventory reconciliation. ➤ Any other job relating to finance and accounts as assigned by management from time to time.

2. Unilliance Group Holdings Ltd.

Designation:	Officer/Executive – VAT & Tax (Accounts Department)
Duration:	From October 01, 2015 – October 20, 2016.
Major Job Responsibility:	<ul style="list-style-type: none"> ✓ Keeping records of transaction and preparation of all kinds of vouchers in software (tally/ERP) on a regular basis ✓ Calculate deduction of Advance Income Tax (AIT) from monthly salary of the officers & others who are taxable. ✓ Reconciling the accounts payable ✓ Withholding Tax & VAT return submission (retail division) ✓ Responsible for all accounts related activities of retail division ✓ Any other tasks as & when assigned by the Superior/Management

3. M A Quader Kabir & Co., (Chartered Accountants)

Designation:	Trainee/Articled Student – Accounts & Audit
Duration:	3 years
Job Responsibility:	<ul style="list-style-type: none"> ▪ Accounts preparation/Accounting Service ▪ External & Internal Audit ▪ Financial Statements & Management Report Preparation

List of Client (Sample), Audited under M A Quader Kabir & Co.

Manufacturing Companies

- ✓ Amanat shah spinning mills ltd.
- ✓ Ocean Group
- ✓ Kojima Lyric Garments Ltd. (A Joint Venture by Bangladeshi and Japanese) etc.

Internal Audit:

- ✓ Dhaka Chamber of Commerce & Industry (DCCI),
- ✓ Uttara Club Limited (UCL)
- ✓ Uttara Motors Limited
- ✓ Bata (Bangladesh) Ltd. etc.

NGOs

- ✓ Save the Children International
- ✓ Concern Bangladesh
- ✓ Good Neighbors Bangladesh (GNB) etc.

Skills

Computer & Accounting Software Skills

- **Ability to work in SAP Software.**
- Ability to work in ERP & Tally Software.
- Proficient in MS Excel, MS Word, MS PowerPoint, MS Outlook
- Know how to operate Quickbook - Accounting Information System (AIS) software for book keeping, reconciliation & report generation.

Language Skills

Language	Reading	Writing	Speaking	Listening
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent

My Strengths

I believe that the combination of the following attributes helps me gain an edge over other persons.

- Capable of adapting in any kind of working environment. Sincere and hardworking, well focused, goal oriented.
- Work in stressful situation, at unconventional times and able to work under challenging conditions.
- Sincere and eager to learn & willing to work in a team, organized, self-motivated & very strong communication skills.

Referees

<u>Professional:</u>	<u>Professional :</u>	<u>Professional :</u>
Name: Riad Bakht Chowdhury Position: Director-Finance Address: Blue Ocean Footwear Ltd. House-06, Road-137, Block-SE(D), Gulshan-01, Dhaka-1212. Cell : 01711602500 Email : riad@blueoceanfootwear.com	Name: Md. Forhad Hossain Position: Manager – Tax & VAT Address: Apex Footwear Ltd. House-06, Road-137, Block-SE(D), Gulshan-01, Dhaka-1212. Cell : 01712918362 Email : mfh@apexfootwearltd.com	Name: Achinto Kumar Halder Position: Manager-A&F Address: DADA (Dhaka) Ltd. Holding #40, Joymot Khan Road Pagar, Tongi Gazipur-1710. Cell : 01715312781 Email : achinto@dadadhaka.com

Declaration

- As a security clearance I have no criminal records in any civil court or in any police station.
- I do hereby declare that the above information is true & correct to the best of my knowledge.
- Any additional information will be gladly furnished upon request.

Thanking You,



Sajol Roy

Dated: