Curriculum Vitae (CV) of

PRABIR KUMER ROY

Address: 111/6/B North Mugdapara P.O. - Bashabo, P.S. - Mugda, Dhaka

Mobile: +88 01914 313641 E-mail: prabircumgt@gmail.com



CAREER OBJECTIVES

With an illustrious career of 10 years in Accounts, Finance, Taxation, Auditing & Budgeting, I am offering versatile skills and proficiency to achieve together with team the super-ordinated goal of company.

WORKING EXPERIENCE

♣ MODERN ERECTION (IS) LTD: Manager (Finance & Admin) - 07 April 2016 to present

Have been working in this organization which works Fire Detection & Protection System, Energy Efficiency & Conservation, Waste Heat Recovery, Energy Auditing etc.

Key Responsibilities:

- Report Top Management about the Revenue, Receivables, Payables, Payroll & Project Cost,
- Monthly Cash Budget, Bank Reconciliation Statement, Cash Flow Statement,
- Financial Statements preparation on monthly, quarterly & yearly basis to expedite annual FS preparation of External Auditors,
- Corporate banking (Loan Secured/Funded, STL/LTR management, LC & CC limit, Annual sanction),
- Compliance to Company Act (RJSC), Tax Law (NBR) & other Govt. Departments (IRC/ERC/Trade License),
- Secretarial practices & correspondence, Cash and inventory management, Documentation and Reporting & Tally 9.0 Software (ERP).

Achievements:

- Completed & submitted/Assessed 5 years pending Company Tax Accounts & RJSC Returns.
- Renewed IRC which was pending company's import activities for 3-4 years,
- Prepared all bank papers and documents for Car Loan from Bank for the Company,
- Employee PF established after formulate a committee for company's long pending employees' provident fund.

♣ PROVA TRADE INTERNATIONAL (KHAN TRADING): Assistant Manager (Admin & Accounts) – 01 June 2014 to 31 March 2016

Worked in this trading organization, a house of indent business where Automobile parts (Motorcycle, CNG & Auto bikes) are imported and sold all over Bangladesh.

Key Responsibilities:

- Monthly, quarterly & yearly Financial Statements, budgeting and reconciliation with marketing persons all over Bangladesh in monthly meetings,
- LC (CIF & CFR value) landed costing of auto parts imported from China, Thailand, Korea & India (Motorcycle, CNG & Auto bikes),
- Reporting & documentation of Turnover, Purchase & Payroll, Employee attendance, leave & advances,

- Stock & Cash management & logistics supplies, updating the tax files of owner with business income.
- Commercial & corporate finance affairs L/C, STL/LTR, TT payment to overseas suppliers & bank loan matters.

Achievements:

- Started formally all books of accounts & register newly with proper accounting systems & internal controls.
- Counted physically 13 Warehouses, where all motorcycle, CNG & auto bike parts kept and maintain register.

ALCATEL LUCENT SHANGHAI BELL (ASB): Finance Incharge (Accounts & Finance) - 10 June 2012 to 31 May 2014

Worked in this organization, an MNC which implemented the networking facility all over Bangladesh for the 3G Technology in collaboration with Govt. Telecom organization Teletalk.

Key Responsibilities:

- Sending daily updated accounts to the head office of China & meet up the audit team requirements time to time come from China.
- Preparation of Financial Statements, monthly Budget and Bank Reconciliation Statement.
- Maintaining financial accounting systems for cash management, credit control, inventory and assets management, inter-company transactions, fund management,
- Overseeing all VAT & Tax is appropriately deducted, collected and paid on a timely basis,
- Administering general ledger, accounts payable, accounts receivable, payroll and other modules of the financial accounting and reporting system.

RR ASSOCIATES, Associated Consultants: Executive (Audit & Tax) – 12 June 2010 to 31 May 2012

Audit Engagement, Cost & Management Audit, Project Profile preparation, Repayment Schedule/EMI Calculation, Valuation of Stock & Bond and land property, IPO Placement, GPF & EPF Audit, Deferred Tax calculation, Accounting System Development, Internal Audit & Control System, Bank loan arrangement, Credit rating services, Company (RJSC) matters, VAT & Tax affairs (NBR), BOI/BIDA issues, NGOAB/SMEF concerns, BB negotiations, Chambers & Businesses Association Membership, Fire/Explosive & Environment License etc.

PROFESSIONAL EXPERIENCE

Chartered Accountancy (CA) course completed (CC) successfully in June 2010 and partly passed (Certificate Level) from the firm *PINAKI* & *COMPANY*, *Chartered Accountants* under the Institute of Chartered Accountants of Bangladesh (ICAB).

EDUCATION & CERTIFICATIONS

MBA (HRM) with CGPA 3.6 (Scale 4.00) from Management Studies Department of Chittagong University, in 2005 (Exam held 2008).

BBA (HONS.) with CGPA 3.4 (Scale 4.00) from Management Studies Department of Chittagong University, in 2004 (Exam held 2007).

HSC (Business Studies) with 1st Division (728 Marks) from Adhyapak Abdul Majid College under Comilla Board, in 2000 with letter marks in *Accountancy**.

SSC (General Science) with 1st Division (712 Marks) from Ramchandrapur R.K. High School under Comilla Board.

COMPUTER & LANGUAGE SKILL

- ◆ Accounting Software (ERP, Tally), MS Office, Internet & E-mail.
- ◆ Spoken English Certificate Course from the *English Department* of *Chittagong University*. IELTS Test preparation course completed from *Mentors Coaching, Dhaka*.

PROFESSIONAL SKILL DEVELOPMENT TRAINING

- Income Tax Practitioner (ITP) passed in 2017 from the National Board of Revenue (NBR) with Registration No. 4893/2017
- **Financial Statement Analysis** @ Bangladesh Japan Training Institute (BJTI): Training consists of identify the industry economic characteristics and company strategies, assess the quality of the firm's financial statements, analyze current profitability and risk, prepare forecasted financial statements, value the firm.
- ◆ Corporate Law & Practices (RJSC) @ BDjobs: New company formation, Annual Return, Share Transfer, MD/Director Change, Articles of Association change, AGM/EGM, Meeting/Board Resolution, IPO Placement, Right & Bonus Issue.

PERSONAL MEMORANDA

Father's Name : Late Krishnapada Roy

Mother's Name : Late Amita Roy

Permanent Address : Vill + P.O. - Ramchandrapur

P.S. - Bangora, Dist. - Cumilla

Nationality : Bangladeshi by birth

Religion : Hinduism

Date of Birth : 4th August 1979

Marital Status : Married

REFERENCES

MD. FARUQUE HOSSAIN

DGM, Admin & Sales Modern Erection (IS) Ltd. 223-B, Tejgaon I/A, Dhaka-1208

Mobile: 01708-518962

E-mail: faruque.hossain@melbd.com

ABDUL MANNAN

Professor (Former VC of Ctg. Varsity) Faculty of Business Administration

University of Liberal Arts Mobile: 01969-674833

E-mail: abdulmannan@gmail.com

CONFIRMATION

I confirm that, all information provided here is correct, in my stable state of mind. If any information is found false, employer shall have the right to take any action.

(PRABIR KUMER ROY)

Prabir Kumer Roy.

Date: 01.09.2021

3 | Page