

RESUME OF Mohammad Reyadul Islam

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CAREER OBJECTIVE

To obtain a position with a reputed organization that will allow me to contribute to the organization having global image using my experience, competency and creativity in a self-motivated environment.

JOB EXPERIENCE

- 1. Title of Job** : **Executive Internal Audit**
Organization : **Textown Group**
Department : Audit
Duration : From July 20, 2022 to Present.
Major Responsibilities : Conducting internal audit, Check & verify bill voucher, Check & verify Income vouchers, Conducting pre & post audit, Inventory Checking, Examine transport movement report and others duty as per management decision.
- 2. Title of Job** : **Audit Representative**
Organization : **Shafiq Mizan Rahman & Augustine, Chartered Accountants**
Department : Audit & Assurance
Duration : From March 09, 2019 to June 30, 2022.
Major Responsibilities : Conducting Internal & External audit and Providing Assurance Services.

ATTAINMENTS

During the period of my Chartered Accountancy Course, the financial statements of various Companies/Organizations have been audited/ reviewed by me as a part of Internal or External Audit which have been mentioned at 'Annexure A'. All of those working experiences make me confident to do the following activities:

- Carryout the internal and external audit functions to ensure that all major risks of the organization are identified analyzed and reported.
- To prepare financial statements in compliance of relevant IAS.
- To maintain accounting records in integrated accounting environment.
- To serve a company from executive level of Accounts, Finance or Audit.
- To maintain Tally software.
- To ensure record keeping of all transactions and ensure accurate provisioning.
- To confirm Tax, VAT and other regulatory compliance of the organization for all kind of transactions.

FINANCIAL MANAGEMENT ENCOMPASSES

- Sound Knowledge in International Standard on Auditing (ISA), International Financial Reporting Standards (IFRS) & Accounting Concepts.
- Maintenance of cash and bank management system
- Maintenance of cash flows mechanism.
- Maintenance of effective internal control system.
- Maintenance of accounting records.
- Maintenance of inventory system.
- Monthly Bank reconciliation statements, monthly interest calculation on Bank loan.

PROFESSIONAL QUALIFICATION

CA (CC/Course Completed):

Successfully completed 3 Year (Three Years) CA article ship from Shafiq Mizan Rahman & Augustine Chartered Accountants under **Mr. Augustine Dipak Karmakar, FCA** vide ICAB registration no. 31234/19.

EDUCATIONAL

Name of the Examination	Board/University	Year of Passing	CGPA
M.B.A (Management)	Dhaka College (Affiliated with Dhaka University)	2017	2.78 out of 4
B.B.A (Management)	Dhaka College (Affiliated with Dhaka University)	2016	2.91 out of 4
H.S.C (Business Studies)	Govt. Science College, Dhaka Board	2012	4.40 out of 5
S.S.C (Business Studies)	Rampura Ekramunnesa High School, Dhaka Board	2010	4.63 out of 5

TRAINING

Training Title	Topic	Institute	Location	Year	Duration
Accounting Software	Accounting Software- Tally Prime	Process It Limited	Suite ,201 (2 nd Floor), 65 Elephant Road, Dhaka-1205	2021	1 Month
Income Tax & VAT	Income Tax Ordinance 1984 & VAT Rules and SRO's	DRC, ICAB	100, Kazi Najrul Islam Avenue, Dhaka-1000.	2021	1 Months

SKILLS

- Extensive Spreadsheet (MS Excel) Experience.
- Strongly familiar with MS Word, Microsoft Power Point, MS Access, Microsoft Outlook, E-mail and Internet Operations etc.

LANGUAGE

- * English - well versed in Reading, Writing, Speaking and Listening (Medium).
- * Bengali - Mother Tongue

INFORMATION

Father's Name : Md. Rezaul Habib
Mother's Name : Rowshan Ara
Date of Birth : 16th January, 1995
Gender : Male
Permanent Address : Village: Jamalpur, P/O: Dadra, Dist&P.S: Joypurhat.
Blood Group : O+
Religion : Islam
Nationality : Bangladeshi (By Birth)
National ID No. : 8212116514

REFERENCES

AUGUSTINE DIPAK KARMAKAR, FCA

Partner

Shafiq Mizan Rahman & Augustine

Chartered Accountants

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ABM HUSSAIN AHMED, FCA

Partner

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DECLARATION

I, the undersigned, hereby declare that all the information provided above truly and fairly describes myself.

Mohammad Reyadul Islam

Work ExperienceAnnexure-A

During the period of my CA article ship, I have gained enormous experience in the area of Finance & Accounts and Audit section of **Group of Companies, Multinational Companies, Government Organization, Private Limited Company, Autonomous Organization, NGO, Donor Initiated Program** etc. Details are given below:

Sl. No.	Assignment Type	Name of the Organization
01	Multinational Companies	<ul style="list-style-type: none">• Juki Machinery Bangladesh Ltd. (Japan)• LR Global Bangladesh AMC Ltd. (USA)
02	Group of Companies	<ul style="list-style-type: none">• Newtex Group• Ananta Group
03	Private Limited Company	<ul style="list-style-type: none">• Gonoshasthya Pharmaceuticals Ltd• Etasia Interlinings Ltd.• Electromart Ltd.• Japan-Bangladesh Chamber of commerce (JBCCI)• Grasp Garments Ltd.
04	Semi-Autonomous Organization	<ul style="list-style-type: none">• Bangladesh Power Development Board (BPDB)• Bangladesh Rural Electricity Board (BREB)
05	Non-Profit Organization (NGO)	<ul style="list-style-type: none">• Young Women's Christian Association of Bangladesh (YWCA)• World concern• International Food Policy Research Institute (IFPRI)• Bangladesh Monitoring & Learning Activities (USAID)
06	Micro Credit	<ul style="list-style-type: none">• National YMCA• Young Women's Christian Association of Bangladesh (YWCA)
07	University/ College/ School	<ul style="list-style-type: none">• European University of Bangladesh• TejgaonMohila College
08	Club/ Association	<ul style="list-style-type: none">• Baridhara Cosmopolitan Club Ltd.• Uttara Model Club Ltd.• American Alumni Association (AAA)
09	Autonomous	<ul style="list-style-type: none">• High Court Mazar Sharif