

MD SADIK HOSSAIN

Career Objective

With the innovative accounting professional skills, I would like to develop my career as an Executive Accounts or professional Accountant. The knowledge and skills which I have acquired from Chartered Accountancy Course, I would be able to perform Accounting, Audit, Tax & VAT works independently and efficiently. Currently looking for a challenging position in the field of Accounting, Audit, Tax & VAT.

Chartered Accountancy Course

Three years Chartered Accountancy course completed from A. Wahab & Co. (Chartered Accountants) under The Institute of Chartered Accountants of Bangladesh (ICAB). A. Wahab & Co. (Chartered Accountants) is a member firm of The Leading Edge Alliance (LEA) (www.leadingedgealliance.com). LEA is a top accounting and consulting firm in the world. I was trained there in Auditing, Accounting as well as Taxation and provided accounting services to a number of clients.

Experience in Accounting Works & Financial Audit As an Assignment within the Audit Firm

During the tenure of my Chartered Accountancy Course, the Financial Statements of the following Companies/Organizations have been audited/reviewed by me as a part of Internal or External Audit.

- **TORRECID (India Pvt. Ltd.)**
- **SBT Japan Ltd.**
- **Toshiba Asia Pacific Pte Ltd.**
- **GPE International S.A.**
- **MK Footwear Ltd.**
- **Turag Garments & Hosiery Mills Ltd**

Duties/Responsibilities:

- Check and verified all kind of bill, voucher for ensuring the accurate accounting transaction.
- Posting all kind of voucher through software.
- Handling cash, inventory & other accounts related issue.
- Managing petty cash & banking transactions and making reconciliation at the end of month.
- Checking payroll prepared by HR.
- Preparing monthly, quarterly & annually different kind of reports and accounts.
- Cheque Writing & Payment made.
- Examining the TDS & VDS have been deducted where applicable.
- Calculation of Salary Tax.
- Mail corresponding with India office (TORRECID), Japan Office (SBT & TOSHIBA), Franch office (GPE) Send the cash and bank balance to daily/weekly/Monthly Reports.
- Advising and assisting in preparation and maintenance of books of accounts i.e. ledger, cash book, bank book, vouchers, bank reconciliation monthly.
- Prepare the Financial Statements with Accounting Software Such as: QuickBooks.
- Submitting FDI report & Quarterly report to bank.
- Prepare annual report for tax assessment

Professional Skills

- Accounting & financial reporting
- Monthly VAT/Tax Returns
- Tax & VAT Advisory
- Spreadsheet Formulas for Accounts & Finance

Computer Skills

- QuickBooks, Tally & ERP
- Microsoft Power Project
- Microsoft Office
- Simply Accounting

Personal Skills

- Self-motivated, Time management
- Adaptability analytical & strategic planning
- Cope with work pressure Quick learner
- Team oriented International Communication



MD SADIK HOSSAIN
CA-CC, MBA, BBA

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Phone Contract:

+88 01751455557

Address:

Dhaka Cantonment,
Dhaka-1206

A confident, enthusiastic and skilled accounting professional with a keen eye for details and flair for accounting and financial procedures. Exceptional analytical & problem solving ability and able to drive out inefficiencies through the late & innovative ideas of Accountancy, Finance, Auditing, etc. as well as process development.

Key Competences:

- 4 years of relevant experiences in accounts jobs, auditing & inspection.
- Well known with IFRS, IAS and ISA.
- Acquainted with financial accounting and reporting.
- Well known with Income Tax Ordinance, 1984 and Income Tax Rule, 1984.
- Value Added Tax 1991.
- Well known with Companies Act, 1994.
- Acquainted with international development

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Training Summary

Training Title	Topic	Institute	Location	Year	Duration
Business Entrepreneurship	Business Entrepreneurship	Crash Course	Online	2021	1 day
Excel Crash Course	Spreadsheet Formulas for Finance	Corporate Finance Institute	Online	2021	7 days
Reading Financial Statement	Professional Study	Corporate Finance Institute	Online	2020	1 Month
Rin Career Ready Academy Course	Career Course	British Council	Dhaka	2016	2 Months



National University, Kushtia Govt. College, Kushtia Session: 2016-2017	Master of Business Administration (MBA) Major in Accounting, CGPA 3.16 out of 4.00
National University, Kushtia Govt. College, Kushtia Session: 2012-2016	Bachelor of Business Administration (BBA) Major in Accounting, CGPA 3.11 out of 4.00
Kushtia Govt. College, Kushtia Session: 2012	Higher Secondary Certificate (HSC) Business Studies GPA 4.70 out of 5.00
Durbachara Secondary School, Kushtia Session: 2010	Secondary School Certificate (SSC) Science GPA 4.88 out of 5.00

Personal Information

Name : Md Shadik Hossain

Father's Name : Md. Rafiqul Islam

Mother's Name : Ayesha Khatun

Date of Birth : 29 November 1994

Nationality : Bangladeshi by Birth

NID Number : 553 847 1722

Religion : Islam

Sex : Male

Marital Status : Unmarried /Single

Present Address : Eidgha Road, Ibrahimpur, Kafrul, Dhaka Cantonment, Dhaka-1206

Permanent Address : Lahini Moddopara, Lahini, Kushtia Sadar, Kushtia-7001

References:

Md. Showkat Hossain, FCA (Partner) A. Wahab & Co. (Chartered Accountants)
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Declaration:

I certify that, to the best of my knowledge and belief, this resume correctly describes me, my qualification, and experience.


Signature