

Md. Fahad ACCA, ITP

Contact : [+8801615152569](tel:+8801615152569)

Email : fahad.acca10@gmail.com

Linkedin : [linkedin.com/in/mdfahad38b7428](https://www.linkedin.com/in/mdfahad38b7428)



PROFESSIONAL CAREER OBJECTIVE

To do a job of professional standards and ethics, have a responsible position in an organization that can probe the qualification and experience I have, passion to work as a strong team player and to help the organization's development and growth.

PROFESSIONAL EXPERIENCE

Associate (Equivalent to Assistant Manager)

Rahman Rahman Huq, Chartered Accountants (KPMG in Bangladesh)

August, 2018 – Present

- Supervision of overall accounting matters, payroll, receivables, banks, cash, payable, fixed assets, working capital to ensure compliance with standard operating procedures.
- Coordination with client's responsible personnel for preparation of annual corporate tax and submission of tax returns to concerned regulatory institutions of government.
- Assist and supervise team members for tax provision and deferred tax calculation for clients under tight deadline.
- Advise clients on royalty/technical know-how fee & assist preparing documents for BIDA application.
- To conduct internal audit of overall accounting areas like inventory, assets, revenue, cash with specific techniques to minimize risks of theft, fraud or misstatements.
- To train team members for maintenance of proper record of accounting events, information and posting with accuracy.

Senior Assistant (Equivalent to Supervisor)

Rahman Rahman Huq, Chartered Accountants (KPMG in Bangladesh)

August, 2016 – July, 2018

- Coordination with clients and team member for incorporation of company and compliance with statutory requirements.
- Discussion about appropriate audit planning & procedures and assessed risk & internal control systems.
- Supervision of accounting and financial matters and reporting as per clients management instructions and guidelines.
- Liaison with Banks and government departments for compliance with requirements and regulations
- Prepare Interim, quarterly, semiannually and annual Financial Statements of the companies (clients) for internal and external purpose.
- Advise and assist our clients on some secretarial issues in respect to obtaining and renewing BTRC, IRC, ERC and trade license, BIDA permission, Tin, VAT registration and so on.
- Filing of statutory returns, Income tax returns, VAT returns, Withholding tax return (75A) and statements and other statements required for compliance.

Trainee Accountant

Rahman Rahman Huq, Chartered Accountants (KPMG in Bangladesh)

May, 2015 – July, 2016

- Conduct and supervise internal audit external audits of companies.
 - Assistance in special assignments, investigations, inspections, search reports on behalf of different companies (clients).
 - Accounting and book-keeping service, group reporting, annual audit and FDI returns.
-

Secretarial Executive (Secondment Service)
GlaxoSmithKline Bangladesh Limited
August, 2016 – December, 2016

- Travel and Entertainment expense reimbursement, EFT/payment processing, final settlement, salary and expense Journal in JDE system, vendor payment (withholding Tax & VAT) and dealing with internal auditors and assist Company Secretary as and when required.
- Assistance in month end closing of secretarial department and monthly CDBL report processing.

PROFESSIONAL MEMBERSHIP

ACCA- 2603434 (Association of Chartered Certified Accountants, UK)
DTBA (Dhaka Taxes Bar Association)

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

Association of Chartered Certified Accountants (ACCA)
Qualified – August, 2016

Income Tax Practitioner's (ITP)
Qualified – December, 2017

Masters of Business Studies (MBS)
Gov;t Titumir University College, Dhaka
Graduated – 2012

Bachelor of Business Studies (BBS)
Gov;t Titumir University College, Dhaka
Post Graduated – 2011

Higher Secondary School Certificate
Tejgaon College, Dhaka
Passed – 2006

High School Certificate (Matriculation)
Sreepur Pilot High School
Passed – 2004

PROFESSIONAL CERTIFICATE AND SKILLS

- Certificate of Completion Of Value Added Tax and Supplementary Duty Act 2012 conducted by Mr. Zakir Hossain (Commissioner- Customs, Excise and VAT)
- Certificate of Completion Dashboard Reporting, Data Analytics and Data management using MS Excel
- Tally-9, Quick Books, JDE, MS Office (Advance) Web browsing, Accounting software, Auditing Software

LANGUAGES

- **English:** Medium
- **Bangla** : Fluent

REFERENCE

Will provided on demand