

CURRICULUM VITAE OF  
**MD. ABDUR RAHMAN RONY ACS**  
*ITP, Member of DTBA*

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425 Senpara Parbata, Mirpur-13, Dhaka



<b>Career Objective</b>	Intend to develop a professional career in a challenging and competitive organization, through working dedicatedly with honesty, showing strong sense of responsibility, dignity of works and devotion for developing the organization with the aim of professional advancement and success in the business arena of Bangladesh.
<b>Key Skill</b>	Have gained practical experience of different sectors in the professional levels, able to interact qualitative team participation and can work confidently and effectively under pressure and to prioritize schedules in meeting deadlines & targets. Personal qualities include interpersonal communication skills, proactive, observant and adaptive to new environment, determination, persistent and self-driven.
<b>Specialization and expertise</b>	<ul style="list-style-type: none"><li>✓ Corporate and personal Income Tax- Compliance and Advisory</li><li>✓ Due diligence on Income Tax and Indirect Tax (VAT)- Reporting</li><li>✓ Plan and perform appeal procedure at commissioner and tribunal stages- Income tax</li><li>✓ Statutory Audit and Assurance Services</li><li>✓ Financial recording and Accounts Preparation</li></ul>
<b>Area of Interest</b>	I prefer to work challenging, dynamic and friendly organized environment in a professionally managed company with team spirit so, that I can be able to use my knowledge and experience.

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**Professional Qualification**

- **Chartered Secretary**  
Present Status : **Associate Chartered Secretary**  
Membership Period : 27 December 2018 - Present  
Name of Institution : Institute of Chartered Secretary of Bangladesh (ICSB).
- **Chartered Accountancy**  
Present Level : **Professional Stage (Professional Level)**  
Name of Institution : Institute of Chartered Accountants of Bangladesh (ICAB).  
Name of Firm : Zahur & Mostafiz Chartered Accountants.  
Articleship Period : 14<sup>th</sup> January 2016 to 13<sup>th</sup> January 2019.  
Present result status : **Passed 600 marks out of 1600 marks**
- **Cost and Management Accountancy**  
Present Level : **Business Level & Operational Level**  
Name of Institution : Institute of Cost and Management Accountants of Bangladesh (ICMAB).  
Present result status : **Passed 700 marks out of 1700 marks**
- **Income Tax Practitioner**  
Name of Institution : National Board of Revenue (NBR).

**Work of  
Experience-01**

**ASSISTANT MANAGER-ACCOUNTS & FINANCE [March 2021 – Present]  
CELESTIAL TECH LTD.**

**Key  
Responsibilities**

**INTERNAL AUDIT-**

- Evaluation of internal control systems in respect of its design and effective operation
- Verification of regular transactions, documents and invoices generated from routine business operations.
- Pre-audit of all purchase requisitions and vouchers, invoices before payment.
- Checking of employees' payroll as per attendance and ensure payment thereof.
- Physical verification of fixed assets and store items.
- Ensure updated Bank balance position along with periodic reconciliation
- Introducing adequate and effective internal control system.

**ACCOUNTING SERVICES AND FINANCIAL REPORTING**

- Preparation of Financial Statements along with disclosure in compliance with International Accounting Standards (IAS) and International Financial Reporting standards (IFRS)
- Scrutinizing Accounts & finance related issues considering International Financial Reporting standards (IFRS), Companies Act 1994, ITO, VAT act & other related rules & regulations.
- Preparation of various management reports as per the management
- Follow up with accounts receivable (bills with customers), payable etc.
- Prepare various official letters to the bank for LC, issuance of Bank Guarantee (BG)/Performance Guarantee (PG), Tender Security, line of credit, release of Bank Guarantee (BG)/Performance Guarantee (PG) and other banking purpose.
- Preparing and posting Journal adjustment, general ledger different registers related to finance & accounts are maintained up to date with proper guidance in financial Investment & Return.
- Assisting to management for the fund management & maintain liaison with leasing & financing organizations
- Assist external audit team for statutory audit.
- Assistance in preparation of financials for the foreign companies (USA and Hong Kong) in line with the local company, handling auditor for external audit and tax consultant for tax filling of those countries and submission of various filling in the company register authority.
- Generate various reports as per managements requirement
- Reporting directly to the Head of Finance & Accounts

**DRAFTING CORRESPONDENCE**

- Assistance in Project agreement
- Assistance in Service agreement
- Assistance in Distributor agreement

**TAXATION**

- Submission of Corporate Tax, Salary Return, Withholding Tax and VAT Return Submission timely manner.
- Calculation of employees' salary tax
- Complete required tax reporting in a timely manner.
- Deal with tax authorities and tax assessment issues for assessment and tax audit.
- Preparation of Corporate Tax Returns
- Responding notices from the Income Tax Authority.

- Advise management regarding the tax impact of corporate strategies.
- VAT management services ensuring Mushak-6.2.1, Mushak-6.3 and Mushak-6.6. on day to day transactions.
- Preparation of necessary VAT reports vendor-wise as per management.
- Drafting standard operating procedure (SOP) to ensure compliance in regular operation for taxation and other regulatory laws perspective.

#### SECRETARIAL SERVICES

- Drafting and Filling of Resolution for AGM.
- Filling of Schedule-X (Annual Return)
- Drafting of various board meeting for the issuance of FDR for tender security, credit facility and so on.
- Maintenance of various books (share certificate, share register)

#### HR SERVICES

- Assistance in preparation of monthly attendance report from PiHR Software
- Preparation of Payroll and calculation of employees' salary tax
- Preparation of salary certificate of local employees.

#### Work of Experience-02

#### **ASSISTANT MANAGER [January 2019 – February 2021] ZAHUR & MOSTAFIZ CHARTERED ACCOUNTANTS (A Member firm of Kreston International)**

#### Key Responsibilities

- Finalized audit report
- Internal control assessment,
- Review of external audit files
- Review compliance of company policy & procedure,
- Drafting of proposal letter, audit engagement letter, management letter, agreement
- Deal with new client engagement
- Review of financial recording and financial statement with disclosure in compliance with Accounting Standards
- Analyzing and interpreting the weakness in the control system
- Prepare and update tax provision schedules
- Profit repatriation
- Deal with tax authorities and tax assessment issues
- Yearly tax assessment services to the clients
- Handle regulatory filing and communication with regulatory bodies.
- Advise management on the impact of new laws on tax liabilities.
- Drafting of various documents relating to RJSC
- VAT management services

#### Work of Experience-03

#### **AUDIT ASSOCIATE [January 2016 – December 2018] ZAHUR & MOSTAFIZ CHARTERED ACCOUNTANTS (A Member firm of Kreston International)**

#### Key Responsibilities

#### EXTERNAL AUDIT-

- Conduct audit as per international standards on auditing
- Audit strategy formulation
- Audit planning stage working
- Materiality calculation
- Work on audit working file

- Confirm the accounts balance through audit assertion
- Review compliance of company policy & procedure

#### ACCOUNTING SERVICES AND FINANCIAL REPORTING

- Preparation of Vouchers, Journal Entries, Ledgers, Trial Balances, Monthly Report, Quarter Report
- Preparation of FDI Report, Quarter Report for Liaison Office, various budgets, Bank Reconciliation and Ageing Analysis.
- Preparation of Financial Statements along with disclosure in compliance with Accounting Standards.
- Preparation of Management Report relating to internal control system and compliances with applicable laws, rules and regulation.

#### DRAFTING CORRESPONDENCE

- Provident fund agreement
- Cooperation agreement

#### TAXATION

- Corporate Tax, Individual Tax, Withholding Tax and VAT Return Submission.
- Payroll sheet and TDS deduction report.
- Complete required tax reporting in a timely manner.
- Deal with tax authorities and tax assessment issues for assessment and tax audit.
- Prepare Individual and Corporate Tax Returns
- Responding notices from the Income Tax Authority.
- Advise management regarding the tax impact of corporate strategies.
- VAT management services

#### SECRETARIAL SERVICES

- Drafting and Filing of Resolution for Board Meeting and AGM.
- Filing of Office Address Change
- Filing of Schedule-X (Annual Return)
- Filing of Share allotment
- Filing of Share transfer
- Filing of increase in authorized share capital
- Maintenance of various books (share certificate, share register and share transfer)

#### HR SERVICES

- Drafting of Appointment Letter/ Drafting of Employment contract
- Preparation of Payroll and calculation of employees' salary tax
- Preparation of salary certificate of local employees.
- Calculation of compensation for outgoing/dismissed/retrenched employee

### Academic Qualification

**2017**

#### **L.L.B. (Pass Course)**

Institution : Bangladesh Law College  
Result : 2<sup>nd</sup> Class

**2012**

#### **Master of Business Administration (MBA)**

Institution : Jagannath University  
Department : Accounting and Information Systems (AIS)  
Result : CGPA **3.69** out of **4.00**.

**2011 Bachelor of Business Administration (BBA)**  
Institution : Jagannath University  
Department : Accounting and Information Systems (A&IS)  
Result : CGPA **3.61** out of **4.00**.

**2006 Higher Secondary Certificate (HSC)**  
Institution : Dhaka City College  
Group : Business Studies  
Board : Dhaka Board  
Result : GPA **4.70** out of **5.00**.

**2004 Secondary School Certificate (SSC)**  
Institution : B N College (School Section), Dhaka  
Group : Business Studies  
Board : Dhaka Board  
Result : GPA **4.94** out of **5.00**.

#### Training/Workshop Summary

Training/ Workshop Title	Topic	Institute	Year	Duration
Advanced Office Management	MS Word, MS Excel, MS Access, Internet Browsing	S & W Institute	2014	2 months
Tally ERP.9	List of Accounts, Accounts Entries, Preparation of Financial Statement	Department of Accounting & Information Systems, Jagannath University	2012	6 months
Customs & VAT Management	Customs & VAT Management	Institute of Chartered Secretary of Bangladesh (ICSB)	2018	4 days
SAP End User Training	SAP FICO	MARS Solutions Ltd.	2019	3 months
Model Working Papers	Implementation of ISAs through Model Working Papers – FRC’s Expectations	Financial Reporting Council (FRC)	2019	1 day
Blockchain Accounting	Blockchain Accounting in Bangladesh context	Financial Reporting Council (FRC)	2020	1 day

**Computer Literacy**      Accounting Package      Tally Software, SAP-FICO, QuickBooks  
Office Program      MS Word, MS Excel, MS access and MS PowerPoint.  
Internet      Internet application, Social communication media

**Extracurricular activities'**

- ✓ Member, Business Club, Jagannath University & Jagannath University Abritti Songshod, Jagannath University.
- ✓ Organizer and Finance Director of 3rd Workshop of Jagannath University Abritti Songshod, Jagannath University.
- ✓ Finance Secretary, Jagannath University Abritti Songshod, Jagannath University & Jagannath University Radio Mind, Jagannath University

**Languages** Bengali (Native), English (Excellent both writing and speaking)

**Personal Information**

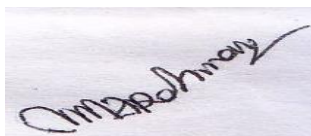
Father's Name	Md. Abdur Rashid
Mother's Name	Jaheda Parvin
Date of Birth	8 September 1989
Place of Birth	Dhaka
Religion	Islam
Nationality	Bangladeshi
Marital Status	Married
Permanent Address	Village & Post Office: Harinathpur, Thana: Hizla, District: Barishal

**References**

<p><b>Md. Zahurul Islam FCA</b>  <b>Partner</b>  Zahur &amp; Mostafiz Chartered Accountants  HR Bhaban, 100, Bir Uttam A.K. Khandakar Sarak, Mohakhali C/A, Dhaka-1212, Bangladesh.  Cell: 01815006877</p>	<p><b>Dr. Md. Ali Noor</b>  <b>Professor</b>  Department of Accounting &amp; Information Systems  Jagannath University  Cell: 01815006877</p>
<p><b>Md. Abdur Rakib</b>  <b>Younger Brother</b>  Brand Manager  Believe Pte. Ltd.  Bangladesh Liason Office: House: 49, Road:13, Block: D, Banani, Dhaka-1213, Bangladesh.  Cell: 01824022993</p>	

**Certification** I, the undersigned, declare that the information specified in the curriculum vitae is true to the best of my belief and knowledge and correctly describes my experience and myself.

**Signature**



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**Md. Abdur Rahman Rony**

<b>ANNEXED -01 SUMMARY OF EXPERIENCES</b>	
<b>External Audit</b>	<p><u>Manufacturing and Trading Companies:</u></p> <ul style="list-style-type: none"> <li>▪ Energypac Electronics Limited</li> <li>▪ Try On Shoe Material BD Ltd.</li> <li>▪ Ajax Sweater Ltd.</li> <li>▪ Ceylon Biscuits Bangladesh (Pvt.) Ltd.</li> </ul> <p><u>Service Companies</u></p> <ul style="list-style-type: none"> <li>▪ AQM Bangladesh Limited</li> <li>▪ Screen Field Advertising Pvt. Ltd.</li> </ul> <p><u>IT Companies</u></p> <ul style="list-style-type: none"> <li>▪ Tech One Global Pvt. Ltd.</li> </ul> <p><u>Branch Office</u></p> <ul style="list-style-type: none"> <li>▪ Halla Corporation</li> </ul>
<b>Financial Statement Preparation</b>	<ul style="list-style-type: none"> <li>▪ Tech One Global Pvt. Limited</li> <li>▪ Sri Lanka Association of Bangladesh</li> <li>▪ JD Williams &amp; Company Limited</li> <li>▪ WS-Team Limited</li> <li>▪ Design Express Limited</li> <li>▪ Thai Airways International Public Company Limited</li> <li>▪ Halla Corporation</li> <li>▪ Kufner Textiles India Pvt. Ltd.</li> <li>▪ Try On Shoe Material BD Ltd.</li> <li>▪ EPGL Employees' Provident Fund</li> <li>▪ JD Williams &amp; Company Limited Contributory Staff Provident Fund</li> </ul>
<b>Accounting Services</b>	<ul style="list-style-type: none"> <li>▪ OTCF Bangladesh Pvt. Ltd.</li> <li>▪ JD Williams &amp; Company Limited</li> <li>▪ Adani Bangladesh Ports Private Limited</li> </ul>
<b>Due Diligence Services/ Assurance service</b>	<ul style="list-style-type: none"> <li>▪ Asgar Ali Hospital (Management Report, Internal Control Audit)</li> <li>▪ Bombay Sweets &amp; Company Limited (BSEC Issues)</li> <li>▪ Unilever Bangladesh Limited (Inventory Counting &amp; Reporting)</li> <li>▪ Floreal International Limited (Inventory Counting &amp; Reporting)</li> <li>▪ Energypac Power Generation Limited (Provident Fund)</li> <li>▪ Halla Corporation (Profit Repatriation)</li> </ul>
<b>Taxation Services</b>	<ul style="list-style-type: none"> <li>▪ Energypac Power Generation Limited</li> <li>▪ Energypac Fashions Limited</li> <li>▪ Energypac Electronics Limited</li> <li>▪ Energypac Agro Limited</li> <li>▪ Kufner Textiles India Pvt. Ltd.</li> <li>▪ Tech One Global Pvt. Limited</li> <li>▪ JD Williams &amp; Company Limited</li> <li>▪ WS Team Limited</li> <li>▪ EPSON India Pvt. Ltd.</li> <li>▪ OTCF Bangladesh Pvt. Limited</li> <li>▪ Official Clothing Limited</li> <li>▪ Roin World SL.</li> </ul>
<b>Secretarial Services</b>	<ul style="list-style-type: none"> <li>▪ MAC ABC Supply Chain Solutions Limited</li> <li>▪ MAC Aviation Services Bangladesh Limited</li> <li>▪ OTCF Bangladesh Pvt. Ltd.</li> <li>▪ Sag Fashions Limited</li> <li>▪ AQM Bangladesh Ltd.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Adani Bangladesh Ports Private Limited</li> </ul>
<b>HR Services</b>	<ul style="list-style-type: none"> <li>▪ OTCF Bangladesh Pvt Ltd. (Drafting of Appointment Letter, Preparation of Payroll, Maintenance of Service Book)</li> <li>▪ JD Williams &amp; Company Limited (Preparation of Payroll, Drafting of Employment contract, Calculation of compensation for outgoing/dismissed/retrenched employee)</li> <li>▪ Benetton Asia Pacific Limited (Calculation of compensation for outgoing/dismissed/retrenched employee)</li> <li>▪ WS Team Limited (Drafting of Employment contract, Calculation of compensation for outgoing/dismissed/retrenched employee)</li> <li>▪ IMAP Export U.K. Limited (Preparation of Payroll, Drafting of Employment contract, Calculation of compensation for outgoing/dismissed/retrenched employee)</li> <li>▪ True Alliance International Ltd. (Calculation of compensation for outgoing/dismissed/retrenched employee)</li> </ul>