



## MD. SAIF HASSAN SOUROV

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.

### Contact Address

**House:** 162/5 Huq Monjil.  
Mohakhli wireless,Dhaka-1206.  
**E-mail-**sourov.sh05@gmail.com  
**Mobile:** 01675766300

### Key Competence

§ Well known with IFRS, IAS and ISA.  
§ Well known with Income Tax Ordinance, 1984 and Income Tax Rule, 1984.  
§ Value Added Tax 2012.  
§ Well known with Companies Act, 1994.

### Education

#### CA-CC

A. Wahab & Co.  
**Certificate Level**  
ICAB  
Reg.-27252/16

#### Masters of Business Administration (MBA)

Independent University, Bangladesh (IUB)  
Major- Finance  
Passing Year- 2015  
3.41 out of 4

#### Bachelor of Business Administration (BBA)

Independent University, Bangladesh (IUB)  
Major- Finance  
Passing Year- 2014  
3.07 out of 4

#### Higher Secondary Certificate (HSC)

Moulvibazar Govt.College  
Sylhet Board  
Business Studies  
4.30 out of 5

#### Secondary School Certificate (SSC)

Moulvibazar High School  
Sylhet Board  
Business Studies  
3.81 out of 5

### Career Objectives

Supervisory position, particularly in the area of finance and accounts, audit, secretarial matters, having career advancement opportunity in a reputed organization and to develop a career that would provide me a challenging opportunity. I am willing to give total support to the organization with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.

### Career Summary

#### Chartered Accountancy Course:

Three years Chartered Accountancy course as a audit assistant (June 11, 2016 – Continuing) from A. WAHAB & CO. (Chartered Accountants) under The Institute of Chartered Accountants of Bangladesh, Registration No. 27252/16. 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 firms 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 Accountancy Service

#### Progoti Systems Ltd. (SureCash Pte. Ltd.)

**Company Location:** Khawaja Palace, 4F, 76/B, Road 11, Banani, Dhaka 1213

**Designation:** Executive, **Department:** Finance & Accounts

**Joining Date:** 12-06-2019 to Continue

#### Duties/Responsibilities:

- Maintain and record daily expense
- Ensure cash voucher/bank voucher with supporting papers are prepared properly
- Ensure properly and timely record keeping of books of accounts
- Cash reports and budget/forecast related works
- Calculate withholding Tax and VAT with timely payment through treasury challan
- Interact with various stakeholders
- Provide necessary financial data/information to the Management as needed
- Assist to prepare periodical financial reports and analysis
- Any other duties and responsibilities as assigned by the Management

#### A.Wahab & Co. (Chartered Accountants)

**Company Location :** House No. 19, Road: 13C, Block: E,Banani, Dhaka 1213,Bangladesh

**Department:** Audit & Assurance. **Designation:** Assistant Manager (Audit & Accounts)

#### Duties/Responsibilities:

- Provide management over a portfolio of clients and deliver high quality audit and assurance service, including preparing and reviewing audit plans and work.
- Manages project financials, including budgets, WIPS, timely billing and collection and variance recognition.
- Providing additional help and guidance to clients on a consultancy basis.
- Supervise, coach and develop junior members of staff within teams
- Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements

<b>Skills</b>	<div><div><div><b>TUV Austria Bureau of Inspection and Certification</b></div><div><b>Company Location</b> : House No. 105, Road No. 13/A, Block C, Banani, Dhaka 1213, Bangladesh.</div><div><b>Department:</b> Accounts and Finance      <b>Designation:</b> Assistant Manager (Accounts)</div></div><div><div><b>Duties/Responsibilities:</b></div><div><div>· Prepared monthly, quarterly &amp; Yearly report .</div><div>· Salary Tax Calculation;</div><div>· Prepared and verified all kinds of bill, Voucher for ensuring the accurate accounting transaction;</div><div>· Prepared Vendors VAT and Tax schedule;</div><div>· Prepared Form 108 ( u/s 108 of ITO 1984)</div><div>· Posted all kind of transaction through Quick Book Accounting software;</div><div>· Prepared Bank Reconciliation.</div><div>· Yearly budget preparation and budget monitoring with the actual; initially on Quarterly, Half Yearly and Yearly;</div><div>· Budget variance analysis on Monthly, Quarterly and Yearly basis;</div><div>· Monitor and reconciliation of regular cash transaction</div><div>· Fund &amp; Treasury management, Banking transaction</div><div>· Maintain an aging analysis in excel from in decent manner.</div><div>· Prepared and submit the invoice to the respective client</div><div>· Follow up clients who are getting credit facilities from our company based on the aging analysis.</div><div>· Create and monitor system of controls, procedures, and forms for recording of fixed assets.</div><div>· Submit VAT Return and handle other financial legal issues</div><div>· Other assignment given by the management time to time.</div></div></div></div>																																							
<b>Accounting Package:</b> <ul style="list-style-type: none"><li>• Quick Book,</li><li>• Tally (ERP 9)</li><li>• Simply Accounting.</li></ul>																																								
<b>Computer Literacy:</b> <ul style="list-style-type: none"><li>• Office Programs (MS Word, MS Excel, MS Power Point).</li><li>• Adobe Photoshop.</li></ul>																																								
<b>Language</b>	<b>Experience in Auditing</b> <table><tr><th>Nature of the Company</th><th>Name of the Company</th><th>Scope of Work</th></tr><tr><td>Private Company</td><td><ul style="list-style-type: none"><li>• SQ Celsius Limited</li><li>• Aman Spinning Mills Limited</li><li>• SQ Birichina Limited</li><li>• Bangladesh Jute Mills Corporation (BJMC)</li></ul></td><td>External Audit</td></tr><tr><td>Construction Company</td><td><ul style="list-style-type: none"><li>• Power Mech Projects Limited (Rampal Project)</li></ul></td><td>External Audit</td></tr><tr><td>Jute Sectors</td><td><ul style="list-style-type: none"><li>• Janata Jute Mills Ltd.</li><li>• Sadat Jute Mills Ltd.</li></ul></td><td>External Audit</td></tr><tr><td>Public Limited Company</td><td><ul style="list-style-type: none"><li>• Monno Ceramic Industries Limited</li></ul></td><td>External Audit</td></tr><tr><td>Insurance Company</td><td><ul style="list-style-type: none"><li>• Meghna Life Insurance Co. Ltd.</li><li>• Rupali Insurance Co. Ltd.</li></ul></td><td>External Audit</td></tr><tr><td>Manufacturing Company</td><td><ul style="list-style-type: none"><li>• Chittagong Denim</li><li>• Dulamia Cotton</li></ul></td><td>External Audit</td></tr><tr><td>Provident Fund</td><td><ul style="list-style-type: none"><li>• ITS Lab Test Provident Fund.</li></ul></td><td>PF Audit</td></tr><tr><td>Development Organizations/ NGO's</td><td><ul style="list-style-type: none"><li>• Plan International</li><li>• Save The Children</li><li>• 3F (The United Federation of Danish Workers)</li><li>• USAID</li><li>• British Council BD</li><li>• Management Sciences for Health (MSH)</li><li>• Water And Life (W&amp;L)</li><li>• NHSDP</li><li>• Manusher Joranno Foundation (MJF)</li><li>• PKSF</li></ul></td><td>External Audit</td></tr><tr><td>Inventory Count</td><td><ul style="list-style-type: none"><li>• Monno Ceramic Industries Ltd</li><li>• Turag Garments &amp; Hosieary Mills Ltd.</li></ul></td><td>External Audit</td></tr><tr><td>Liaison Office BD</td><td><ul style="list-style-type: none"><li>• Shanghai Hua Shen International Co. Ltd</li></ul></td><td>External Audit</td></tr><tr><td>School/University</td><td><ul style="list-style-type: none"><li>• French International School</li></ul></td><td>External Audit</td></tr><tr><td>Telecommunication Company</td><td><ul style="list-style-type: none"><li>• Grameenphone Limited</li><li>• Robi Axiata Limited</li></ul></td><td>Internal Audit</td></tr></table>	Nature of the Company	Name of the Company	Scope of Work	Private Company	<ul style="list-style-type: none"><li>• SQ Celsius Limited</li><li>• Aman Spinning Mills Limited</li><li>• SQ Birichina Limited</li><li>• Bangladesh Jute Mills Corporation (BJMC)</li></ul>	External Audit	Construction Company	<ul style="list-style-type: none"><li>• Power Mech Projects Limited (Rampal Project)</li></ul>	External Audit	Jute Sectors	<ul style="list-style-type: none"><li>• Janata Jute Mills Ltd.</li><li>• Sadat Jute Mills Ltd.</li></ul>	External Audit	Public Limited Company	<ul style="list-style-type: none"><li>• Monno Ceramic Industries Limited</li></ul>	External Audit	Insurance Company	<ul style="list-style-type: none"><li>• Meghna Life Insurance Co. Ltd.</li><li>• Rupali Insurance Co. Ltd.</li></ul>	External Audit	Manufacturing Company	<ul style="list-style-type: none"><li>• Chittagong Denim</li><li>• Dulamia Cotton</li></ul>	External Audit	Provident Fund	<ul style="list-style-type: none"><li>• ITS Lab Test Provident Fund.</li></ul>	PF Audit	Development Organizations/ NGO's	<ul style="list-style-type: none"><li>• Plan International</li><li>• Save The Children</li><li>• 3F (The United Federation of Danish Workers)</li><li>• USAID</li><li>• British Council BD</li><li>• Management Sciences for Health (MSH)</li><li>• Water And Life (W&amp;L)</li><li>• NHSDP</li><li>• Manusher Joranno Foundation (MJF)</li><li>• PKSF</li></ul>	External Audit	Inventory Count	<ul style="list-style-type: none"><li>• Monno Ceramic Industries Ltd</li><li>• Turag Garments &amp; Hosieary Mills Ltd.</li></ul>	External Audit	Liaison Office BD	<ul style="list-style-type: none"><li>• Shanghai Hua Shen International Co. Ltd</li></ul>	External Audit	School/University	<ul style="list-style-type: none"><li>• French International School</li></ul>	External Audit	Telecommunication Company	<ul style="list-style-type: none"><li>• Grameenphone Limited</li><li>• Robi Axiata Limited</li></ul>	Internal Audit
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**SOCIAL**

sourov.sh05@gmail.com



facebook.com/saif hassan sourov

linkedin.com/in/mdsaifhas  
sansourov**Training Summary**

Topic	Institute	Location	Year	Duration
VAT and Tax for the new Quick Books	A. Wahab & Co.	Dhaka	2018	2 Days
Investment Program	A. Wahab & Co.	Dhaka	2016	2 Days
First Aid Training	Dhaka Stock Exchange Ltd. Bangladesh Red Crescent Society (BDRCS)	Motijheel, Dhaka	2014	7 days
		BDR Head Quarter	2012	9-12 June

**Personal Details**

Father's Name : Md. Sohrab Uddin Molla  
 Mother's Name : Kaniz Farhana  
 Date of Birth : 30-Jun-92  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 National Id No. : 2802502852  
 Religion : Islam  
 Permanent Address : Vill-Sreepur, Post office-Luxmipur, Police Station-Ataikula, District-Pabna  
 Current Location : Dhaka Division  
 Blood Group : B + (Positive)  
 Hight : 5' 4"

**References****Md. Shahab Uddin Molla**

First Security Islami Bank Ltd.  
SAVP

**Address:**

17/A5, Concord Twin Tower, Malibag, Dhaka

**Mobile:** 01671740365**E-mail:**

shahab.fsibl.bd@gmail.com

**Relation:**

Relative

**Md. Showkat Hossain, FCA****(Partner)**

A. Wahab &amp; Co. -Chartered Accountants

Mobile: 01755-583712

[E-mail:showkathossain53@gmail.com](mailto:showkathossain53@gmail.com)**Head Office:**

Hotel Purbani, Annex – 2(4<sup>th</sup> Floor) 1, Dilkusha,  
Dhaka-1000 PABX - 7161517, 7169268.

**Branch Office:**

House #19, Road #13(C), 1st Floor Banani, Dhaka.  
PABX- 8412496, 8412497

**Relation:**

Professional

**Disclaimer**

I, the undersigned, declare that the information specified in this Resume is true to the best of my belief and knowledge and correctly describes me, my qualification and experience and myself.

(Md. Saif Hassan Sourov)