CURRICULUM VITAE (CV)

OF

PRABIR KUMER ROY

Address: 111/6/B, North Mugdapara PO - Bashabo, PS – Mugda, Dhaka

Mobile: 01914-313641

E-mail: prabircumgt@gmail.com



CAREER OBJECTIVES

With an illustrious career in Accounts, Finance, Taxation, Auditing & Admin for 12 years, I am offering versatile skills and proficiency to achieve together with team the goal and objectives of company.

WORKING EXPERIENCE

TAX & COMPANY LAW CONSULTANCY FIRM: Consultant (VAT, Tax & Corporate Law) – 05 July 2021 to present:

Key Responsibilities

Individual & Company Return Prepare & Submit. Assessment of Individual & Company. Appeal & Tribunal of Individual & Company. VAT Registration & Return. Reply & resolve Notice from VAT & Tax Office. Company annual return submit in RJSC, change Article of Association & AGM, EGM meetings, Director, MD & Chairman change, New Director addition, Share transfer, IPO Placement. Paper & document preparation for Bank Loan, Credit Rating, BOI/BIDA certificate, DCCI & Other Trade & Business Association membership, Fire & Environment license, Project Profile, Repayment Schedule/EMI.

♣ MODERN ERECTION (IS) LTD: *Manager (Finance & Admin) – 07 April* 2016 to 30 June 2021:

Worked in this organization which deals with Fire Safety System, Energy Efficiency & Conservation, Waste Heat Recovery, Booster Pumping System, Energy auditing etc.

Key Responsibilities:

- Report Top Management about the Revenue, Receivables, Payables, Payroll & Project Cost.
- Monthly Cash Budget, Bank Reconciliation Statement & Cash Flow Statement.
- Financial Statements preparation on monthly, quarterly & yearly basis to expedite annual FS preparation of External Auditors.
- Corporate banking (Loan Secured/Funded, STL/LTR management, LC & CC limit, Annual sanction Documentation).
- Compliance to Company Act, Tax Law & other Govt. Departments (IRC & ERC/Trade License).

Achievements:

- Completed & submitted/Assessed 5 years pending Company Tax Accounts & RJSC Returns.
- Renewed IRC which was pending company's import activities for 3-4 years and prepared all bank papers for Car Loan.

♣ PROVA TRADE INTERNATIONAL (KHAN TRADING): Assistant Manager (Admin & Accounts) – 01 June 2014 to 31 March 2016:

Worked in this trading organization, a house of indent business where Automobile parts (Motorcycle, CNG & Auto bikes) are imported and sold all over Bangladesh.

Key Responsibilities:

- Monthly, quarterly & yearly Financial Statements, budgeting and reconciliation with marketing persons all over Bangladesh in monthly meetings.
- Landed costing of auto parts imported from China, Sri Lanka, Thailand, Korea & India (Motorcycle, CNG & Auto bikes).
- Reporting & documentation of Sales, Purchase & Payroll, Employee attendance, leave
 & advances, updating the tax files of owner with business income.
- Stock (13 Warehouses) & Cash management & logistics supplies.
- Commercial & corporate finance affairs L/C, STL/LTR, TT payment to overseas suppliers & bank loan matters.

Achievements:

- Started formally all books of accounts & register newly with proper accounting systems & internal controls.
- Counted physically 13 Warehouses, where all motorcycle, CNG & auto bike parts kept and maintain register.

ALCATEL LUCENT SHANGHAI BELL (ASB): Finance Incharge (Accounts & Finance) - 10 June 2012 to 31 May 2014

Worked in this organization, an MNC which implemented the networking facility all over Bangladesh for the 3G Technology in collaboration with Govt. Telecom organization Teletalk.

Key Responsibilities:

- Daily updated accounts to the head office of China & meet up the audit team requirements time to time come from China.
- Preparation of Financial Statements, monthly Budget and Bank Reconciliation Statement.
- Maintaining financial accounting systems for cash management, credit control, inventory and assets management, inter-company transactions, fund management.
- Overseeing all VAT & Tax is appropriately deducted, collected and paid on a timely basis.
- Administering general ledger, accounts payable & receivable, payroll and other modules of the financial accounting and reporting system.

RR ASSOCIATES, Associated Consultants: Executive (Audit & Tax) – 12 June 2010 to 31 May 2012

Worked in Audit Engagement, Cost & Management Audit, Project Profile preparation, Repayment Schedule/EMI Calculation, Valuation of Stock & Bond, GPF & EPF Audit, Deferred Tax calculation, Accounting System Development, Internal Audit & Control System, Bank loan arrangement, Credit Rating services, Company matters, VAT & Tax affairs, Chambers & Business Association Membership, Fire & Environmental Licensing etc.

PROFESSIONAL EXPERIENCE

- Chartered Accountancy (CA) course completed (CC) in 2010 and passed Certificate Level (CL) from PINAKI & COMPANY, Chartered Accountants under Institute of Chartered Accountants of Bangladesh (ICAB).
- **Income Tax Practitioner (ITP)** passed in 2017 from National Board of Revenue (NBR) with Registration No. 4893/2017.

EDUCATION & CERTIFICATIONS

MBA (HRM) with CGPA 3.6 (Scale 4.00) from Management Studies Department of Chittagong University, in 2005 (Exam held 2008).

BBA (HONS.) with CGPA 3.4 (Scale 4.00) from Management Studies Department of Chittagong University, in 2004 (Exam held 2007).

HSC (Business Studies) with 1st Division (728 Marks) from Adhyapak Abdul Majid College under Cumilla Board, in 2000 with letter marks in *Accountancy**.

SSC (General Science) with 1st Division (712 Marks) from Ramchandrapur R.K. High School under Cumilla Board.

COMPUTER & LANGUAGE SKILL

Accounting Software (ERP, Tally), MS Office, Internet & E-mail.

Spoken English - Certificate Course from the *English Department* of *Chittagong University*. IELTS Test preparation course completed from *Mentors Coaching*.

PERSONAL MEMORANDA

Father's Name : Late Krishnapada Roy

Mother's Name : Late Amita Roy

Permanent Address : S/o. Krishnapada Roy

Vill + P.O. - Ramchandrapur P.S. – Bangora, Dist. - Cumilla

Nationality : Bangladeshi by birth

Religion : Hinduism

Date of Birth : 4th August 1979

Marital Status : Married

REFERENCES

MD. FARUQUE HOSSAIN

DGM, Admin & Sales Modern Erection (IS) Ltd.

223-B, Tejgaon I/A, Dhaka-1208

Mobile: 01708-518962

E-mail: faruque.hossain@melbd.com

ARUN KUMAR KARMAKAR

Assistant Director (NHN Wari Centre) Bangladesh Diabetic Association 25. Tipu Sultan Road, Wari, Dhaka

Mobile: 01716-420492

E-mail: akkarmaker@gmail.com

Prabir Kumer Roy.

(PRABIR KUMER ROY)

Date: 23.05.2022