

## Résumé

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## OBJECTIVE

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To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

## JOB EXPERIENCE

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➤ Currently working as an Accountant at Shimizu Corporation from 1 October 2015. Major responsibilities are as follows:

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Report to management regarding monthly cash flow, bank reconciliation, receivables.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Resolve the issues raised by related team regarding Tax and Vat and update management regarding any changes in the law of tax and Vat.
- Prepare and submit report to difference authorities such as quarterly statement to Bangladesh Bank, monthly TDS statement, withholding tax return, 108 and 108A, corporate tax return to tax office, VAT return to VAT office.
- Check the accuracy of tax and VAT related documents provided by vendor and clients.
- Compute and prepare expatriate income tax, return and help professionals to submit the return to tax office and collecting the tax clearance certificate.
- Analyze business operations, trends, costs, revenues to project future revenues and expenses or to provide advice.
- Report to management regarding the finances of establishment.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.

➤ Worked as Assistant Manager (Audit & Consultancy) at Snehasish Mahmud & Co. from 7 April 2015 to 30 September 2015. Major responsibilities were as follows:

- Selection of an effective audit team and to brief them about the assignment;
- Preparing organizational profile, audit strategy memorandum, risk analysis, and internal control questionnaire;
- Identifying nature and extent of analytical procedure and substantive procedure, to perform walk through test and select materiality level;

- Updating audit program based on the nature, activities and financial involvement of the organization and to prepare operational flow;
  - Attending different meetings and discuss with the client about audit issues and observations;
  - Conducting orientation program and professional training to the new and junior student.
- Worked as Supervisor (Audit & Consultancy) at Snehasish Mahmud & Co. from January 7, 2015 to 6 April 2015. Major responsibilities were as follows:
- Preparing organizational profile, audit strategy memorandum, risk analysis, and internal control questionnaire;
  - Identifying nature and extent of analytical procedure and substantive procedure, to perform walk through test and select materiality level;
  - Updating audit program based on the nature, activities and financial involvement of the organization and to prepare operational flow;
  - Attending different meetings and discuss with the client about audit issues and observations;
  - Supervising and reviewing the work of the team in field level etc.;

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#### PROFESSIONAL QUALIFICATION

##### **CA (Professional Level)**

Institute of Chartered Accountants of Bangladesh (ICAB)

Name of Firm: ACNABIN Chartered Accountants

Articled period: 28.06.2011-27.06.2014

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#### EDUCATIONAL QUALIFICATION

##### **BBA Program**

Result: CGPA-3.27

Passing Year: 2009

Department of Accounting & Information Systems (AIS)

University of Dhaka

##### **H.S.C. (Higher Secondary Certificate)**

Result: GPA – 3.90

Passing Year: 2003

Notre Dame College

Group: Business Studies                      Board: Dhaka

##### **S.S.C. (Secondary School Certificate)**

Result: GPA – 4.50

Passing Year: 2001

Dharmarajika Orphanage Residential High School

Group: Business Studies                      Board: Dhaka

## PROFESSIONAL EXPERIENCE

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### AUDIT:

Bank	:	Agrani Bank Ltd., ONE Bank Ltd., Al-Arafah Islami Bank Ltd.
Service oriented	:	Power Grid Company Bangladesh Ltd., Biman Bangladesh Airlines Ltd., Somewherein Net Ltd., EZY Infotech (Pvt.) Ltd., Bikroy.com Limited
Non-Profit organization	;	Jolshiri Abason
Manufacturing organization	:	Arla Foods Bangladesh Ltd., Nippon Paint (Bangladesh) Private Ltd.
NGO	:	Muslim Aid Bangladesh Ltd., Family Planning Association of Bangladesh, Risho Kosei-Kai Bangladesh, Teach for Bangladesh
Cash Incentives	:	Agrani Bank Ltd., Prime Bank Ltd., Al-Arafah Islami Bank Ltd.
Provident Fund	:	ONE Bank Provident Fund, Puls Trading Far East Ltd.

### NON AUDIT SERVICES:

Internal Audit	:	HURDCO Ltd., GE Healthcare Bangladesh Ltd., Unilever Bangladesh Ltd.
CSR Audit	:	Arla Foods Amba
Valuation of Fixed Asset	:	Arla Foods Bangladesh Ltd.
VAT related consultancy	:	Grameen Phone IT
Payroll Audit	:	Unilever Bangladesh Ltd.

## PERSONALITY TRAITS

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- Self-motivated.
- Positive attitude.
- Hardworking.
- Honest and Punctual.
- Never give up attitude.
- Leadership skills.
- Excellent verbal and writing skills.

## PROFESSIONAL EXPERTISE AND KNOWLEDGE

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- Preparation of Audit plan, audit procedure and audit program;
- Ability to conduct analytical review on financial statements;
- Familiar with internal control requirements at different environments and local regulations regarding accounting;

- Experience to train people at the organizational level;
- Ability to work in team environment;
- Knowledge in compliance and implementation of “International Financial Reporting Standards (IFRS)”, “International Accounting Standards (IAS)” and “International Standards on Auditing (ISA)”;
- Knowledge on Bank Companies Act 1991 along with relevant circulars issued by Bangladesh Bank, Companies Act 1994, Income Tax Ordinance 1984, Value Added Tax and Supplementary Duty Act 2012, Securities and Exchange Ordinance and Rules, and other related business and industrial laws;
- Accounting and financial function;
- Preparation of proposal for audit and consultancy engagements.

#### LANGUAGES

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Bangla	:	Excellent in writing, listening & speaking
English	:	Have good command in writing, listening & speaking

#### PERSONAL PROFILE

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Date of Birth	:	25 <sup>th</sup> October 1985
Father's name	:	Rahul Barua
Mother's name	:	Ruby Barua
Nationality	:	Bangladeshi (By birth)
Religion	:	Buddhist
Marital Status	:	Married
Blood Group	:	B (+)
Permanent address	:	Vill. Aburkhil P.O. Guzra (B.O) P.S. – Raojan, Dist. Chittagong, Bangladesh.

#### REFEREE

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First Referee:  
 Mezanoor Rahman, FCA  
 Director  
 ACNABIN  
 Chartered Accountants  
 BDBL Bhaban (Level- 13&14)  
 12 Kawran Bazar C/A, Dhaka-1215  
 Tel: (880-2) 8144347-52

Second Referee:  
 Subrata Chandra Das, ACA  
 Chief Finance Officer (CFO)  
 Flagship Dhaka CETP (BD) Ltd  
 H-11, R-06, Uttara Model Town  
 Dhaka-1230  
 Cell: +8801717188681

#### DECLARATION

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I hereby declare that the above mentioned particulars are true and correct to the best of my knowledge and belief.



Biswajit Barua