



## **CURRICULUM VITAE OF MD MONJUR MORSHED**

### **Mailing Address:**

C/O Md. Nurul Alam, Yahia Chowdhury Bari , Azmol Saheb er Building, Groundfloor, Left flat ,Mazar Golli, East Foridar Para, BAHADDARHAT, Police station : Chandgoan . Zilla : Chittagong

CELL: 01829334842, E-mail: mdmonjur78@yahoo.com

### **Career Objective**

I am looking for a challenging and top ranking opportunity in a dynamic institution where I can gather and utilize knowledge properly for my career development.

### **Academic Qualification:**

<b>Exam Title</b>	<b>Concentration/Major</b>	<b>Institute</b>	<b>Result</b>	<b>Pas.Year</b>	<b>Duration</b>
MBS	Accounting	National University	First Class	2011	One Years
BBS	Accounting	National University	Second Class	2010	4 Years
HSC	Business Studies	Sitakund Degree College	CGPA:4.4 out of 5	2006	2 Years
SSC	Business Studies	Captain Shamsul Huda High School	CGPA:3.63 out of 5	2004	2 Years

### **Training Summary:**

<b>Training Title</b>	<b>Topic</b>	<b>Institute</b>	<b>Country</b>	<b>Location</b>	<b>Year</b>	<b>Duration</b>
ERP	Accounting software	ICAB	Bangladesh	Dhaka	2017	2 Month

## Professional Experience:

**1. CA (CC) : From 21.05.2014 to 20.05.2017 . Knowledge Level: Accounting & Management Information .**

**Firm: Nasir Mohammad & Co, Chartered Accountants.**

**Institute of Chartered Accountants of Bangladesh.**

During the time of my CA Articled period I audited various types of organization as an Auditors Representative of Nasir Mohammad & Co, Chartered Accountants. Such as: Manufacturing, Trading, C & F Agency, Hospital, University, College, Securities, Garments, Shipping Company, C & F, Events Management & hotel etc.

**More than Twenty Companies auditing experience.(Details ar shown in Annexure-A)**

**2. Special Qualification- Income Tax Practitioner**

## Job Experiences:

**1. Name of the Organization: A.K Khan & Company Limited**

**Position :** Senior Executive-Finance, Tax & VAT.

**Period :** 01.01.2019 to Continuing.

**1. Name of the Organization: GME GROUP**

**Position :** Senior Executive-Finance VAT & Tax

**Period :** 01.04.2017 to 31.12.2018.

**2. Name of the Organization: ALBION Laboratories**

**Position :** Executive -Accounts

**Period :** 1.07.2016 to 30.03.2017 ( Part Time)

## Present Job Responsibilities:

1. Preparing half yearly & yearly financial position.
2. Bank reconciliation.
3. Regular work as calculation of Tax & VAT to deduct from bill.
4. Supervise cash book, Ledger, Voucher posting.
5. Prepare Sales Summary as per bank statement & VAT.
6. Collect TDS challan copy deducted by respective Authority.
7. Prepare monthly TDS & VDS Challan of Companies ,Other than companies & employees .
8. Deposit monthly Challan.
9. Complying with rule 18 (7) of Income Tax Ordinance 1984.
10. Complying section 58 & 110 of Income tax Ordinance 1984.

11. Submit return of withholding Tax under section 75A of Income tax Ordinance 1984.
12. Computation of AIT under section 64 of company & individual.
13. Attend hearing before DCT , Commissioner of Taxes (Appeal) & Tribunal.
14. Reply against notice of Tax authority such as DCT, Commissioner of Taxes (Appeal) & Tribunal.
15. Finalization of Tax Assessment of Company and Individual as well.
16. VAT Registration MUSHAK 2.1 .
17. Maintaining VAT Current Account, Issuing MUSAK -6.3.
18. Submit VAT Return (MUSHAK- 9.1).
19. Reporting to the management of superior on significant Tax events.
20. Preparation and finalization of all activities regarding Register of Joint Stock Companies and Firms (RJSC).

### Training Experiences:

VAT Standard Course Training of 35 days duration under Dr. Md. Abdur Rouf, Director of NBR's Intelligent Cell & Founder Chairman of Bangladesh VAT Professional Forum at Saj Bhaban, 27, Bijoy Nagar, Dhaka.

**Language Skill:** 1. English (fluent in speaking & writing) 2. Bangla (Mother tongue )

### Computer Awareness:

1. Accounting Software:
  - i) Advanced ERP
2. Basic Knowledge of Computer:
  - i) Microsoft Word
  - ii) Microsoft Excel
  - iii) E-mail & Internet Browsing

### Personal Information:

Father's name	: Md Nurul Alam .
Mother's name	: Chenuara Begum.
Date of Birth	: 23.05.1988.
Marital Status	: Unmarried.
Religion	: Islam .
Nationality	: Bangladeshi.

**Permanent Address:** Village: Hasnabad, Post Office: Muradpur(4310),  
Police Station: Sitakund, District: Chattogram. CELL - 01829-334842.

### Career and Application Information:

Looking For : Mid Level Job

Available For : Full Time

Preferred Job Category : Accounting / Finance / Tax / VAT / Audit.

Preferred District : Anywhere in Bangladesh.

Preferred Organization Types : Trading ,Manufacturing, Consulting Firms, Garments, , Advertising Agency, Buying House, Audit Firms /Tax Consultant, IT Firm, Airline, Freight forwarding, Group of Companies, Chemical Industries, Garments Accessories,

**Dear Sir,**

I believe working in a reputed organization like your one will provide me excellent opportunity for Career growth in the area of Accounts & Finance Division. I am confident that if provided the opportunity to serve your organization, I will prove myself to be an important asset for your Company through my dedication, sincerity and highest level of professionalism.

For any query, you can reach me at Mobile **01829334842**. You can also email me at [mdmonjur78@yahoo.com](mailto:mdmonjur78@yahoo.com) or [mdmonjurmorshed803@gmail.com](mailto:mdmonjurmorshed803@gmail.com)

Thank you,

Yours Truly



Md Monjur Morshed

### Reference :

Name : M N HUDA MONSURY FCA  
Organization : Nasir Mohammad & Co  
Designation : FCA  
Address : 5th floor, CDA Building, Kotwali,  
New Market, Chittagong.  
Phone (Off.) : +88031631435  
Mobile : 01711196252  
E-Mail : [nmc\\_ca@ymail.com](mailto:nmc_ca@ymail.com)  
Relation : Professional

### Reference:

Advocate Debatosh Nath  
LLB , Income Tax Practitioner  
Manager –Tax & Fiscal Law.  
Haque Bhattacharjee Das & Co,  
Chartered Accountants, Dhaka

## Annexure-A

### Accounting, Taxation, and Auditing assignment at Nasir Mohammad & Co.

#### A. Accounting and Taxation Service:

Sl. No	Organization Type	Name of the Organization
01.	Manufacturing Concern	<ul style="list-style-type: none"><li>○ Kattaly Textile Ltd</li><li>○ PISCO</li><li>○ Sena Kollan Songstha</li></ul>
02.	Developer & Real Estate Company	<ul style="list-style-type: none"><li>○ ALLION Holdings Ltd</li><li>○ SUBOSOTI</li><li>○ JV Taher Brothers</li></ul>
03.	Autonomous Organization	<ul style="list-style-type: none"><li>○ WASA Provident Fund</li><li>○ Power Development Board (PDB)</li></ul>
04.	C & F	<ul style="list-style-type: none"><li>○ AMMS Logistics</li></ul>
05.	Shipping Company	<ul style="list-style-type: none"><li>○ Sea Consortium.</li><li>○ PIL (Pacific International Line)</li></ul>
06.	Hospital	<ul style="list-style-type: none"><li>○ Chittagong International Medical College &amp; Hospital.</li><li>○ Chittagong International Dental College &amp; Hospital.</li></ul>
07.	Non-Profit Organization & NGO	<ul style="list-style-type: none"><li>○ Sochchar Multipurpose Co operative Socity</li></ul>