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| **MD. ATIQUE HAIDER CHOWDHURY**  Address: House # 144, Road # 5, Chowdhury Bhaban,  Mohammadia Housing Society,  Mohammadpur,Dhaka-1207 E-mail: jaytu.chowdhury@gmail.com  Mobile : +8801708520817 | MD ATIQUE HAIDER CHOWDHURY |

**Objective:**

I wish to work for a company which can offer a great variety of tasks and provide challenging opportunities in the fields of taxation, VAT, logistics, administration, credit analysis and dealing of financial instruments. I am a self-motivated individual and looking for the opportunity to enhance my professional skill and demonstrate my capabilities.

**Key Skills:**

**Financial Management Personal**

Accounts preparation Predicting future trend Negotiating

VAT Reporting Supervisory skills Attention to details

Variance analysis Effective delegation Communication skill

Financial Reporting Conflict Resolution Excellent team player

Audit Decision making

Business Analysis Logistic Operations

Tax Consultancy Administrative Responsibility

Report writing

Feasibility Analysis

TAX control

VAT control

**Reward and Recognition:**

Champion of demonstrative exemplary excellence award in individual category” Numero Uno” at Accenture for the month of November & December 2014.

**Strength Categories:** a) Analytical skills b) Communication skills c) Strong work ethics d) Planning skills

**Career History:**

**Pure Cotton Asia Ltd **

**January 2018 – Till date**

**Accounts Admin & Commercial**

**Department: Accounts Department**

**Location:** H-354, Lane-5, Baridhara DOHS, Dhaka-1206, Bangladesh

Pure Cotton Asia Limited is a full-fledged commercial Company. It has business in Hong Kong, India and Bangladesh regarding trade of garment products.

**Duties & Responsibilities:**

* Monthly P&L reporting
* Maintain sales contract & payment procedure with Buyer. (TOFS, Miniconf, Cotton On, Carrera, Miller, Airon s.r.l)
* Monitoring shipping arrangement and logistics procedure with forwarders. (Allport Cargo, Crossfreight, Kuehne-nagel etc.)
* Update all records of merchandising, logistics and financial reporting in ERP tool MBA.
* Procurement and inventory control of office supplies.
* Courier through DHL, Fedex, TNT. Also handling CnF Agents for import couriers.
* Monitor payment procedure & sales with all suppliers. (DSL, Mascom, Anlima, Continental, HDF, Vision, etc.)
* LC monitoring & general banking functions. (FDI reporting on remittance department)
* Monitoring Bill of Landing, GSP and other shipping document.
* Adjusting office expenses and prepares monthly budget, bills and receipts.
* Maintaining accounting records, payroll processing and fixed asset management.
* Handling Export Documentation for Garment Export House with Buyer.

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**GPIT/Accenture**

**July, 2014 – November, 2017. (3-year, 4 month)**

**New Associate, Accounts & Finance**

**Department: Record to Report, (GL, TAX & VAT)**

**Location:** Niloy Mansion, H#11, R# 113/A, Gulshan-2, Dhaka, Bangladesh

GPIT/Accenture is no. 374 among fortune 500 companies (2002 to 2015) & no. 42 on top 100 most valuable global brands (2006 to 2015). Accenture is one of the world’s leading professional services company, providing consulting and financial services through the strategy, digital, technology and operations capabilities.

**Duties & Responsibilities:**

GL, TAX & VAT team work as the financial advisor to the assigned Telenor group’s subsidies

* Perform VAT reconciliation for 47 Telenor business entities once in every 2 months & prepare VAT return paper for Norwegian government.
* Perform balance reconciliation for assigned 24 different Telenor’s subsidies companies to validate every single open items and analysis whether needs any reclassification journals.
* Treatment of foreign exchange gain or loss for 17 business units & prepare journals to post in Oracle ERP during month-end-closing.
* Performing Fixed Asset module closing and reconciliation for 3 mother business units of Telenor.
* Perform other ad-hoc activities: Journal posting, File Import to oracle, ARN journal tracking, General Ledger books closing.
* Prepare accruals for FJ entity to show the correct expenses and liability for the corresponding month.
* Perform TAX control for 47 Telenor business entities. TAX areas are gift, welfare, representation, marketing, sponsorship, Legal expenses, subscription & meeting.

**Software Used:**

* Oracle ERP
* MBA ERP
* Tally

**A.K. & Associates (Law Firm)**

**Executive Officer**

**January, 2011 – February, 2013. (2-year 1 month)**

**Department: Tax Consultancy & Legal Procedures**

**Location:** 81/1, Kakrail, Dhaka

A.K. & Associates is a Law firm under supervision of **Mr. Md. Ashish Kumar Kundu (Advocate, Supreme Court of Bangladesh).** The firm has been engaged in various Private & Public Companies, Non- Banking Financial Organizations, Corporations, Foreign Organizations and Institutions as a Legal advisor.

**Duties & Responsibilities:**

* Prepare Income statement as well as wealth statement for Tax Return paper.
* Treatments of Joint Stock of Companies. Registration, Share Exchange, Board Meeting etc.
* Additional preparation for the hearing of Tribunal, Appeal & Time extension of Income Tax cases.
* Prepare Export /Import Registration Certificate.
* Client Management.

**Academic Qualification:**

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| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Passing Year** | **Duration** |
| Professional Degree | **Accounting** | **ACCA** | **Level-2**  **F4 completed** | **2018** |  |
| Professional Degree | Accounting | ICMAB | FD-Level  (Running) | 2015 |  |
| Masters | Accounting | National  University | 2nd Division | 2012 | 1 years |
| B.B.S. Hons. | Accounting | National  University | 2nd Division | 2011 | 4 years |
| H.S.C. | Science | Stamford Collage | CGPA: 2.40 out of 5 | 2007 | 2 years |
| S.S.C. | Science | Mohammadpur Govt. High School | CGPA:4.69 out of 5 | 2005 | 2 years |

**Computer & Accounting Software Skills:**

Standard operating Knowledge on Accounting Word processing, MS-Word, MS-Excel, Oracle ERP, MBA ERP, Janus, Hyperion, Internet and E-mail Applications.

**Interests:**

I do exercise regularly. I am interested in socializing with family and friends, watching news, documentaries and solving puzzles. I am a mountaineer and Summated Keukaradong mountain twice. I am a cyclist and love to ride for long destination.

**Training Summary:**

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| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| International Financial Reporting Standard | IAS, IASB, IFRS, IFRIC | Accenture | Bangladesh | Accenture Dhaka Office | 2017 | 2 Hour |
| Operational Excellence (OPEX) | SIPOC, 3\*3 Metrics, HLPM, and Control Chart. | Accenture | Bangladesh | Accenture Dhaka Office | 2015 | 7 days |
| Leading with Values | a.Respect for the individual b.Client Value Creations c.Stewardship d.Integrity e.One Global Network f.Best People | Accenture | Bangladesh | Accenture Dhaka Office | 2015 | 2 Hour |
| MS Word, MS Excel, MS Powerpoint, Internet E-mail | ms word, ms excel, ms powerpoint, ms access, & internet e-mail | SM COMPUTER INSTITUTE | Bangladesh | Dhaka | 2012 | 3month |

**Personal Details:**

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| Father’s Name:  Mother’s Name:  Date of Birth:  Nationality:  Marital Status: | Benazir Ahmed Chowdhury  Ayesha Benazir  January 14,1989  Bangladeshi  Married |

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| |  |  |  |  | | --- | --- | --- | --- | | **References:** |  |  |  | | Name | : | SM Taifuz Zaman | Momshad Khan | | Organization | : | Accenture | JTI (Japan Tobacco International) | | Designation | : | Senior Analyst | Head of Fiscal & Public Affairs | | Address | : | NiloyMansion,H#11,R#113/A, Gulshan-2, Dhaka, Bangladesh | Rangs Rd Centre, Gulshan Avenue, Dhaka | |  |  |  |  | | Mobile | : | +8801919466322 | +8801313089444 | | E-Mail | : | khantaifuz15@gmail.com | Khanmom4@gmail.com | | Relation | : | Professional | Professional | |

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**(MD. ATIQUE HAIDER CHOWDHURY)**