

## Résumé

### **Subrata Chandra Das, ACA**

Apone Homes, Flat- 2B  
Ba 15 & 30, South Badda  
Gulshan-1, Dhaka-1212  
Bangladesh  
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<https://www.linkedin.com/in/subrata-das-aca-93a6a93a/>



### OBJECTIVE

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To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

### EMPLOYMENT HISTORY

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#### **1. AGM & Head of Finance & Accounts**

Flagship Dhaka CETP (BD) Ltd.  
House # 11, Road # 06, Sector # 04, Uttara, Dhaka  
**Tenure:** May 2018 to till to date (1.5 year+)

*Flagship Dhaka CETP (BD) Ltd. is a public ltd. company and subsidiary of **Flagship Eco Systems Investment Pte. Ltd., Singapore**. It is the first Central Effluent Treatment Plant (CETP) in Bangladesh.*

### KEY JOB RESPONSIBILITIES

- Overseeing day to day accounting operations of the company.
- Preparation of monthly, quarterly, semiannual and annual financial statements for Parent company and Board of directors.
- Financial forecasting, budgeting, variance analysis and making recommendation as necessary.
- Performance analysis and Cost control, analysis of cost Vs benefit in capital expenditure.
- Handling of LC, funding and foreign payments and liaising with banks regarding these.
- Ensuring of deduction and payment of tax and VAT, filing of Returns in time and preparation for Assessment.
- Supervision of purchase, payment of bills, and other financial obligations.

- Confirmation of RJSCF, BSEC, Bangladesh Bank and any other statutory reporting and formalities are adhered to.
- Maintenance of accounting records and statutory registers as per requirements of auditors and government agencies.
- Convening and servicing board meetings including AGM (producing agendas, drafting resolutions, taking minutes, handling meeting correspondence and so on).
- Maintaining communication with banks, accountants, lawyers, consultants, auditors and other stakeholders.
- Any other works as assigned by management.

## **2. Senior Officer, Finance & Accounts Division**

**Tenure:** January 2014 to April 2018 (Approx. 4 years+)

**NRB Global Bank Ltd.**

Head office

Khandker Tower, 94 Gulshan Avenue,  
Gulshan-1, Dhaka-1212, Bangladesh

*NRB Global Bank is a fourth-generation commercial bank in Bangladesh approved in 2013.*

### KEY JOB RESPONSIBILITIES

- Reviewing and monitoring of payment to suppliers, service providers, landlords complying with Tax, VAT and relevant requirements;
- Checking of draft Agreements, invoices and other relevant documents before finalization;
- Finalization of Salary Statement by ensuring proper deduction of tax, and other applicable deductions from monthly salary of employees;
- Calculation of Corporate Tax (current & deferred) and employee's Income Tax;
- Calculation of Advance tax and deposit of the same;
- Preparation of Tax and VAT challans and deposit of tax and VAT to the Govt. exchequer.
- Preparation and filing of all types of vat & tax returns i.e. VAT-19, Annual Income tax Return, Withholding tax Return, Monthly Circle Returns;
- Representation in Appeals, Tribunal, High Court, Supreme Court, Bangladesh Bank, Government and various Industry associations.
- Circulation of tax and Vat related internal circulars as per instruction of NBR time to time;
- Preparation of tax deduction certificate for suppliers as well as for employees;
- Provide necessary information required by NBR and different circles of tax and VAT time to time;
- Providing necessary assistance to branches for proper deduction of tax and VAT and posting of GL and PL related entries;
- Liaison with tax & vat personnel of Tax & Vat circles of NBR and Tax consultants.

## PROFESSIONAL QUALIFICATION

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### **Associate Member**

Institute of Chartered Accountants of Bangladesh (ICAB)

Passing Session: December 2017

## PROFESSIONAL EXPERIENCES

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Articleship (2010-2013) - ACNABIN Chartered Accountants (represented former Aarthur Andersen in Bangladesh)

### **AUDIT**

Bank	:	Agrani Bank Ltd.
Service oriented	:	Biman Bangladesh Airlines.
Manufacturing organization	:	Interstoff Apparels Ltd., Aarong.
NGOs	:	BRAC Intl., BRAC micro finance, BRAC Education Program, BRAC Health Program, Save the Children UK, Donor audit in local NGOs by DFID.

### **NON AUDIT SERVICES**

As Planning Analyst	:	Cemex Cement Bangladesh Ltd.
As Internal Controller	:	Swiss Contact Katalyst.
Due Diligence	:	Interstoff Apparels Ltd.
Valuation of Fixed Asset	:	Interstoff Apparels Ltd., Mutual Trust Bank Ltd.
VAT related consultancy	:	Marico Bangladesh Ltd.

## EDUCATIONAL QUALIFICATION

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### **2009 BBA Program**

Result: CGPA-3.01

Department of Accounting & Information Systems (AIS)

**University of Dhaka**

### **2004 H.S.C. (Higher Secondary Certificate)**

Result: Grade -A; GPA – 4.80

**Comilla Victoria Govt. College**

Group: Business Studies Board: Comilla

### **2002 S.S.C. (Secondary School Certificate)**

Result: Grade -A; GPA – 4.25

**Bagmara High School**

Group: Business Studies Board: Comilla

## TRAININGS

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1. PwC IFRS Workshop  
(Conducted by PwC Bangladesh)  
2 Day long sessions : **Covered Area:** IFRS-2: Share based Payments, IFRS-9: Financial Instruments, IFRS 10: Consolidation, IFRS-13: Fair Value Measurement, IFRS-15: Revenue Recognition, IFRS-16: Leases, IAS-16: Property, Plant & Equipment.
2. Comprehensive training on tax and VAT : **Covered Area:** Income Tax management in Bangladesh, Deduction and collection of tax at source, Assessment procedure, Preparation and filing of return, Appeal.  
(Conducted by Bangladesh Tax Training Institute)  
2 Day long sessions VAT deduction at source, Books of Accounts, Monthly return, Rebate.

## KEY SKILLS

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- Expertise in managing company accounts with consolidation and disposal;
- In depth knowledge about the company & Secretarial laws, IFRSs, Income tax & VAT related laws and SROs;
- Practical exposure to tax and VAT related issues;
- Experience in working on several Accounting Software;
- Presentation skill in Microsoft power point and other visual media;
- Excellent verbal and written communication skills;
- Hold leadership, analytical, and problem solving abilities.

## IT SKILLS

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Accounting Software	: ACCPAC, FoxPro, local software
Banking Software	: Temenos T24
Applications	: MS Office (Word, Excel, Access, PowerPoint)
Client	: Windows® (Windows 7, 8, 10)

## LANGUAGE SKILL

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

## PERSONAL PROFILE

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Date of Birth : 25<sup>th</sup> December 1987  
Father's name : Ranajit Chandra Das  
Mother's name : Shipra Rani Dey  
Nationality : Bangladeshi (By birth)  
Religion : Hindu (Sanatan)  
Marital Status : Married  
Blood Group : A (+)  
Permanent address : Vill. + P.O. - Bagmara, P.S. - Sadar Dakkhin,  
District- Comilla, Bangladesh.

## REFERENCE

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### First Referee:

Md. Zillur Rahman, FCA  
SVP & Head of  
Finance & Accounts Division  
NRB Global Bank Ltd.  
Head Office  
Saiham Tower, House No: 34  
Road No: 136, Block: S.E(C-1)  
Gulshan Model Town, Dhaka-1212  
Cell: +8801712797042  
E mail: zillur@nrbglobank.com

### Second Referee:

Amar Krisna Shil, FCA  
Chief Finance Officer  
Pragati Insurance Ltd.  
Pragati Insurance Bhaban  
20-21, Kawran Bazar, Dhaka - 1215,  
Cell: +8801818 819037  
E mail: krishnahfc@gmail.com

## 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.



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Subrata Chandra Das

Date: 08 March 2020

Place: Dhaka, Bangladesh