

**CURRICULUM VITAE  
OF  
AZIM UDDIN**

**E-mail:**  
[mdazimuddin.skb@gmail.com](mailto:mdazimuddin.skb@gmail.com)

**Contact Number:**  
+8801820-037303



<b>Career Objective</b>	A young and highly motivated goal-oriented individual having experiences and education in Accounting, Finance, Auditing and Taxation is looking for a suitable position as per qualification and experience in Finance & Accounts, Audit, Tax, VAT & MIS where I can utilize my experience.
<b>Professional Course –Details</b>	<p><b>1. Chartered Accountancy Course (CACC)</b> – The Institute of Chartered Accountants of Bangladesh.</p> <p>Name of the Firm : <b>S.R. ISLAM &amp; CO.</b></p> <p>Name of the Principal : <b>MR. Sarder Rabiul Islam</b></p> <p>Location : Dhaka, Bangladesh.</p> <p><b>2. Income Tax Practitioner (ITP)</b> – The Institute of National Board of Revenue (NBR).</p> <p>Vide Registration No.11/2017.</p> <p>Location : Dhaka, Bangladesh.</p>
<b>Professional Experience</b>	Experienced on Preparation of Financial Statements and Conducting Statutory Audit, Tax Consultancy, Company Law advisory and Secretarial Service, MOU, Vendor's Agreements, Audit of Accounts, Bank, Financial Institutions, Public & Private Ltd. Company, NGO Sector, Corporation Govt. & Semi Govt. Organization etc.
<b>Working Experience</b>	<p>1. I am working as an “<b>Executive Audit &amp; Accounts</b>” in the “<b>KSR &amp; Co (Chartered Accountant)</b>”. (Provided the finest Auditing, Accounting and Management Advisory service specially for IPO related the company which is wanted to be listed in DSE &amp; CSE). since December - 2022 to till now. Office Address: 167/1 Monir Tower (6th Floor) DIT Extension Road, Fakirapool, Motijheel, Dhaka-1000.</p> <p><b>Key Responsibilities:</b></p> <ol style="list-style-type: none"> <li>Analysis of financial statements.</li> <li>Day to day support and monitoring of the client activities, including financial statements review and preparation financial statements yearly, half yearly and quarterly' compliance with IFRS, company secretarial support, etc.</li> <li>Assistance in handling queries &amp; requests for information from Bangladesh Securities &amp; Exchanges Commission (BSEC), Dhaka Stock Exchange (DSE) &amp; Chittagong Stock Exchanges (CSE).</li> <li>Assist clients to finalize financial statements on periodic basis.</li> <li>Review of supporting documents to ensure compliance of financial statements in accordance with all regulatory requirements.</li> <li>Assist client in document preparation as per all regulatory requirements.</li> <li>Review with Auditor, all regulators and meet requirements as per guidelines.</li> </ol> <p>2. I had worked as an “<b>Executive Accounts &amp; Finance</b>” in the “<b>Concord Pharmaceuticals Ltd</b>” since June - 2022 to November-2022. Office Address: Sima Blossom, House No-03, Road No-16 (New) 27 (Old) Dhanmondi, Dhaka-1206.</p> <p><b>Key Responsibilities:</b></p> <ol style="list-style-type: none"> <li>Receive &amp; record bill, voucher, cheque and ensure posting on ERP software.</li> <li>Maintain cash &amp; bank book, journal, ledger, and posting on ERP software.</li> <li>Make sure TDS &amp; VDS deduction and deposit to government treasury.</li> <li>Prepare a bank reconciliation statement monthly.</li> <li>Calculate total payments received during a time period.</li> <li>All types of fund transfer, posting.</li> <li>To maintain company accounts, cash and bank transactions.</li> </ol>

- h) Monthly intercompany reconciliation.
- i) Work on all kind of party advance adjustment & report accordingly,
- j) Any other tasks as assigned by the management.

3. I had worked as an “**Accounts Executive**” in the “**Ryans IT Limited**” since July - 2021 to June - 2022. Office Address: Kusholi Bhaban, 238/1, Begum Rokeya Sarani, Taltola, Dhaka-1207.

**Key Responsibilities:**

- a) Record bill, voucher and ensure posting on INV software.
- b) Prepare a bank reconciliation statement monthly.
- c) To maintain company accounts, cash and bank transactions.
- d) Responsible for all VAT related work, queries and filings in the proper way.
- e) Any other tasks as assigned by the management.

4. I had worked as a “**Senior Accountant**” in the “**The Engineers Limited (TEL)**” (A Public Limited Company) since November’ 2018 to June, 2021. Office Address: 48 Dilkusha, Commercial Area, Motijheel, Dhaka-1000.

**Key Responsibilities:**

- a) Preparation of financial statements, ensure compliance with Bangladesh Financial Reporting Standards/International Financial Reporting Standards (BFRS/IFRS), the Companies Act, the Securities and Exchange Rules and other applicable laws and regulations. To ensure timely preparation of monthly, quarterly, and annual accounts with report and remarks, preparation of monthly, quarterly financial plans and follow up for implementation to meet the commitments/ obligation in time.
- b) Preparation of corporate & individual income tax returns.
- c) Preparation of withholdings tax returns.
- d) Prepare monthly Vat return mushak 9.1 & submitting to the vat office.
- e) Preparation and submission of income tax details as a supporting documents of tax accounts.
- f) Handling queries & requests for information from External Auditor, Tax authorities, Securities and Exchange Commission, & Other regulatory authorities, and co-operate with them by supplying evidences as their requirement.
- g) Tax assessments and appeals.
- h) Acting on behalf of the Company as tax representative.
- i) Supplying of accounting information for tender submitting of the company.
- j) Check & verify all types of bills and vouchers (as per company policy/agreement/Terms & conditions).
- k) Maintain Company accounts, cash and bank transactions, receipt and payment statement, cash and fund flow statement, stock record, fixed assets register, Trial balance, Profit and Losses account.
- l) Check all kinds of proper receipts & payments with bank reconciliation, income statement etc.
- m) Reconcile Inter-company Accounts on Monthly and Projects basis & report accordingly.
- n) Work on all kind of party advance adjustment & report accordingly.
- o) Any other tasks as assigned by the management.

5. I had worked as an **Auditor Representative (Audit, Accounts & Tax)** in **S.R. ISLAM & CO.** from February, 2016 to February, 2019.

- a) Worked as a member of audit engagement teams in different Companies.
- b) Preparation of Financial Statements in accordance with BAS & BFRS.
- c) Review of Financial Statements of different Local Companies.
- d) Attended Annual General Meeting of different Public Limited Companies.
- e) Prepared and checked the computation of Tax Return of Various Companies.
- f) Submitting income tax return in compliance with ITO 1984
- g) Arranged & attended various meeting to solve the query & disputes of the client.
- h) Prepare and check corporate tax and vat authority audit and prepare answer to various notice from tax & VAT authority.
- i) Stock counting and reporting of various companies.
- j) Any other job relating to Firm as assigned by Principal / Management on time to time.

**Audit Experience:**

TYPES OF AUDIT	NAME OF THE ORGANIZATION																							
Statutory Audit (Manufacturing, Textile, Garments & Others)	<ul style="list-style-type: none"><li>• Alltex Fabrics Limited</li><li>• RMM Sweaters Limited</li><li>• RMM Knit Clothing Limited</li><li>• FB Footwear Limited</li><li>• Everbrite Sweaters Limited</li></ul>																							
Statutory Audit (Bank & Financial Regulatory Authority)	<ul style="list-style-type: none"><li>• Uttara Bank Limited (Head office and Branches)</li><li>• First Security Islami Bank Limited (Head office and Branches)</li><li>• Standard Bank Limited (Branches)</li><li>• Jamuna Bank Limited (Branches)</li><li>• Popular Life Insurance Company Limited</li><li>• Rupali Insurance Company Limited</li><li>• Purabi General Insurance company Limited</li></ul>																							
Statutory Audit (Publicly Traded Company)	<ul style="list-style-type: none"><li>• Alltex Industries Limited</li><li>• Active Fine Chemicals Limited</li><li>• The Engineers Limited</li><li>• Desh Garments Limited</li><li>• Tulip Dairy &amp; Food Products Limited</li></ul>																							
Statutory Audit (Service Organization)	<ul style="list-style-type: none"><li>• Southern Automobiles Limited</li><li>• Southern Renewable Energy Limited</li><li>• Southern CNG Limited</li><li>• Orbitax Bangladesh Limited</li><li>• Desh Television Limited</li><li>• Secure Link Service Bangladesh Limited</li><li>• Intraco CNG Limited</li></ul>																							
Share Brokerage House	<ul style="list-style-type: none"><li>• DLIC Securities Limited</li><li>• HR Securities &amp; Investment Limited</li><li>• British Bengal Securities Limited</li></ul>																							
Scholastic Records	<table><tr><td>Name of Exam</td><td>University / Board</td><td>Division / GPA</td><td>Year</td></tr><tr><td>Master Of Business Studies (M.B.S)</td><td>National University</td><td>2<sup>nd</sup> Class</td><td>2013</td></tr><tr><td>Bachelor of Business Studies (B.B.S) (Pass)</td><td>National University</td><td>2<sup>nd</sup> Class</td><td>2011</td></tr><tr><td>Higher Secondary Certificate (H.S.C)</td><td>Chittagong Board</td><td>GPA 3.10</td><td>2007</td></tr><tr><td>Secondary School Certificate (S.S.C)</td><td>Chittagong Board</td><td>GPA 3.38</td><td>2005</td></tr></table>				Name of Exam	University / Board	Division / GPA	Year	Master Of Business Studies (M.B.S)	National University	2 <sup>nd</sup> Class	2013	Bachelor of Business Studies (B.B.S) (Pass)	National University	2 <sup>nd</sup> Class	2011	Higher Secondary Certificate (H.S.C)	Chittagong Board	GPA 3.10	2007	Secondary School Certificate (S.S.C)	Chittagong Board	GPA 3.38	2005
Name of Exam	University / Board	Division / GPA	Year																					
Master Of Business Studies (M.B.S)	National University	2 <sup>nd</sup> Class	2013																					
Bachelor of Business Studies (B.B.S) (Pass)	National University	2 <sup>nd</sup> Class	2011																					
Higher Secondary Certificate (H.S.C)	Chittagong Board	GPA 3.10	2007																					
Secondary School Certificate (S.S.C)	Chittagong Board	GPA 3.38	2005																					
Computer Knowledge	Familiar with the Networking and Internet environment and have experience in working- Operating System : Windows XP, Windows-7, Windows-8 and Windows-10 Office Package : Microsoft Office: MS Word, MS Excel, Power Point Web : Internet Browsing and e-mail.  I have also gathered experience on software programs e.g. Tally, ERP and QuickBooks.																							
Language	Fluent in spoken and writing in Bengali. Fluent in spoken and writing in English.																							

<b>Personal Information</b>	Father's Name	: Anwar Hossain.
	Mother's Name	: Liala Begum.
	Date of Birth	: 18 November, 1989
	Gender	: Male.
	Marital Status	: Married.
	Nationality	: Bangladeshi by birth.
	National Id No.	: 4200568154
	Religion	: Muslim.
	Blood Group	: A+ (Positive)
	Present Address	: 15 North Mugda, Dhaka.
	Permanent Address	: Yakub Ali Serang Bari, Vill # Nodalia ,P.O. # Barabkund, P.S. # Sitakund, Dist: Chattogram. Post Code: 4312

**Person Who Knows My Ability:**


**Reference: 01**

**Md. Shazedul karim**  
**CFO,**  
**RYANS IT LIMITED.**  
Office Address: Kusholi Bhaban, 238/1,  
Begum Rokeya Sarani, Taltola, Dhaka-  
1207.  
Mob:01755513965  
Relation: Professional

**Reference: 02**

**Mohammad Yunus**  
**Manager,**  
48 Dilkusha, Commercial Area, Motijheel,  
Dhaka-1000.  
Cell: 01707823523  
Relation: Professional

I hereby declare that all the details given above are true to the best of my knowledge and belief.



**AZIM UDDIN**

[Signature of applicant]