



## MOSTAFA SHAWKAT EMRAN

### EXECUTIVE-ACCOUNTS

#### CAREER OBJECTIVE

To leverage my 2 years of experience as a Senior Executive in the Accounts department and further enhance my skills and knowledge in the field of finance. I am seeking a challenging position that allows me to contribute my expertise in financial management, strategic planning, and team leadership to drive the organization's financial success. I am eager to take on new responsibilities, expand my professional network, and continue to grow as a dedicated and results-oriented finance professional. My goal is to make a significant impact in the organization's financial performance while continuously improving my own abilities and contributing to the overall success of the team.

#### CONTACT

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House: 47, Road: 01, Chandrima R/A,  
Chandgaon, Chattogram

#### REFERENCE

Mr. Mizanur Rahaman  
Senior GM (Finance)  
Jamuna Group  
Phone: +01917-730727

Mr. Sampad Kumar Basak  
Partner  
Shafiq Basak & Co.

## WORK EXPERIENCE

### NB DAIRY & CONSUMER PRODUCTS LTD.

(A concern of NB Group)

Milk Powder importer & manufacturing company

Location: 253/A, Rahman Building, Khatungonj, Chattogram

Position: Executive-Accounts & Finance

Department-Accounts & Finance

From: 18<sup>th</sup> October 2021-December 2023

#### Responsibility:

- Checking all kinds of Bill & Voucher
- Preparing daily receipt & payment report
- Maintaining petty cash fund for disbursement & keep proper record.
- Preparing bank reconciliation daily/monthly/Yearly.
- All voucher posting to software & checking monthly basis
- Prepare schedule of bank loan interest & FDR Interest.
- Liaising with banks.
- Checking monthly salary sheet, Wages Sheet & OT Sheet of employee.
- Preparing monthly financial position, comprehensive income statement, cash flow statement & Trial balance.
- Preparation of financial statement at the end of the year.
- Posting daily manufacturing to software.
- TAX & VAT related work assigned by management.

### SHAFIQ BASAK & CO.

Position: Audit Representative

From: 2018-2021

#### Responsibility:

- Worked as a member of audit engagement teams in different companies.
- Preparation of financial statement in accordance with IAS & IFRS.
- Review of financial statement of different local company.
- Arranged & Attended various meeting to solve the query & disputes of the client.
- Attended Annual General Meeting of different public limited companies.
- Any other job relating to firm as assigned by Principle/Management Time to Time.

## PROFESSIONAL EXPERIENCE

During my three year of articleship period, I have performed various Audit & Accounting Services in a number of entities under direct supervision of principle of **SHAFIQ BASAK & CO.** A list of some assigned, Audit Clients where I have successfully performed & supervised is enclosed for your due review & reference as **Annexure-1**

## PROFESSIONAL QUALIFICATION

CA-CC, Duration: 2018-2021 Under The Institute of Chartered Accountants of Bangladesh.

**Subject Passed:** Assurance (Certificate Level)

Three years Professional CA Course has been completed 30<sup>th</sup> April 2021 from **Shafiq Basak & Co. Chartered Accountant** under **Mr. Sampad Kumar Basak , Principle of Shafiq Basak & Co.**

## EDUCATIONAL QUALIFICATIONS:

- **Masters in Business Administration**

Department: Accounting Information System

University: International Islamic University Chattogram (IIUC)

Result: 2.75 Out Of 4

Year: 2017

- **Bachelor in Business Administration**

Department: Accounting Information System

University: International Islamic University Chattogram (IIUC)

Result: 3.10 Out Of 4

Year: 2016

- **Higher Secondary School Certificate**

Group: Business Studies

College: Feni Govt. College

Result: 4.00 Out of 5.00

Year: 2012

Board: Cumilla

- **Secondary School Certificate**

Group: Business Studies

College: Feni Govt. Pilot High School

Result: 4.75 Out of 5.00

Year: 2010

Board: Cumilla

## COMPUTER SKILLS:

### I am experienced in:

- ✓ Microsoft Word
- ✓ Microsoft Powerpoint
- ✓ Microsoft Excel
- ✓ Tally ERP 9
- ✓ Adobe Illustrator
- ✓ Adobe Photoshop
- ✓ Filmora 9

## LANGUAGE PROFICIENCY:

Good Command over reading, writing & Speaking both Bengali & English

## KEY STRENGTH:

### My Key Strengths are:

- ✓ Honesty
- ✓ Trustworthy
- ✓ Punctuality

## PERSONAL DETAILS:

**Father's Name** :Ali Asgar  
**Mother's Name** :Sali Sultana Murshida  
**Permanent Address:** C/O- Hossain Ahmed Jamal.  
Village: Middle Sonadia  
Post Office- Sonadia Bangla Bazar  
Post Code: 3890  
Upazila: Hatiya  
District: Noakhali  
**Date of Birth** : 30th November 1994  
**Gender** : Male  
**Marital Status** : Unmarried  
**Nationality** : Bangladeshi  
**Religion** : Islam  
**Blood Group** : O Positive  
**NID Card No:** : 3301817551

## Extra Curricular Activities

- Worked as "**Youth Affairs Secretary**" IIUC Committee of **Youth Voice of Bangladesh** from January 2016 to January 2017
- Worked as "**Youth Affairs Secretary**" of Central Committee of **Youth Voice of Bangladesh** from January 2017 till present.
- Worked as a **volunteer of Bangladesh Innovation Forum** from September 2016 to December 2018

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



(Mostafa Shawkat Emran)

## Annexure 1: Audit Experience

Involved as a Team Leader & Team Member in the Preparation of Accounts, Internal audit, Inventory Audit & other professional assignment of local companies includes:

### Manufacturing Company:

- ❖ ASTECH Limited
- ❖ N Mohammad Group
- ❖ Regent Textile
- ❖ Regent Energy & Power
- ❖ Epic Readymix & Concrete Ltd.
- ❖ Epic Energy

### Service Provider:

- ❖ Epic Health Care Ltd.
- ❖ Epic Properties Ltd.