

# Md Tohidul Islam CA-CC

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📍 Chandrima Abashik, Chandgaon Chittagong

📅 15-03-1995

🇧🇩 Bangladesh



Quick learner with academic abilities and technical knowledge to succeed in different roles. Ready to expand horizons with additional knowledge and abilities gained from training and experience in audit firm. Always ready to help others and use abilities to support team goals. Proactive with problem-solving and prioritizing abilities. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements. Experienced in day-to-day accounting processes and applicable regulations. Dedicated to maintaining accurate records with attention to detail and expert financial knowledge.

## PROFESSIONAL EXPERIENCE

### ACNABIN Chartered Accountants

Audit Associate (12/2020-04/2024)

- Assisted Audit Manager in planning and implementing audit task.
- Supported timely execution and finalization of audit assignments against project deadlines.
- Reported to senior auditors, ascertaining daily duties and gathering relevant evidence precisely and efficiently.
- Maintained working understanding of business processes and financial services.
- Kept office documentation and filing system organized and updated.
- Followed written instructions to carry out tasks to exact specifications.

## SKILLS

- Generated financial statements documenting revenue, expenses and liabilities.
- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
- Reconciled monthly bank statements and resolved discrepancies.
- Posted journal and ledger entries, prepared financial statements, reports, and closed books.
- Kept internal financial controls aligned with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS).
- Crosschecked audit files with associated documentation to ensure appropriate levels of supporting evidence.

## OTHERS

### Other Skills

*Attention to detail*

*Confidentiality*

*Time Management Planning and Organizing*

*Deadline-oriented*

*Scheduling and Monitoring*

*Communications Skills*

*Initiative Active learning*

*Professionalism*

*Proficiency with Microsoft*

### Languages

*English - well versed*

*Bangla - Native*

## WORKSHOPS

### Workshops On:

| Zero

| Advanced Excel skills for Business

| Tally Prime

## **PROFESSIONAL & ACADEMIC QUALIFICATION**

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2024 Chittagong, Bangladesh	<b>CA-CC (Professional Level)</b> Institute Name : The Institute of Chartered Accountants of Bangladesh (ICAB) Passing Status: Certificate Level passed Firm Name: ACNABIN Chartered Accountants Principal Name: Mr. Md. Mominul Karim, FCA Registration No. 33547/21 Articleship Period: 27 April 2021 to 26 April 2024
2020 Chittagong, Bangladesh	<b>Bachelor of Business Administration (BBA)</b> International Islamic University Chittagong Dept. of Business Administration CGPA: 3.50(out of 4.00 scale) Major: Accounting & Information Systems
2015 Chittagong, Bangladesh	<b>Higher Secondary Certificate (HSC)</b> Sir A.T Govt. College Dept. of Business Administration GPA: 3.75(out of 5.00 scale) Group: Business Studies
2013 Chittagong, Bangladesh	<b>Secondary School Certificate (SSC)</b> Kharandwip M.L High School Group: Business Studies GPA: 5.00(out of 5.00 scale) Board: Boalkhali, Chittagong

## **REFERENCES**

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**Farhan Hyder, FCA**, Director & Branch Manager  
**ACNABIN - Chartered Accountants**  
Jahan Building No.7 (1st Floor, North Side) 59 Agrabad Commercial Area Chottogram-4100, Bangladesh.  
(M) 8801811133388, (E) acnabin.ctg@acnabin-bd.com

**Md. Mominul Karim FCA**, Partner, ACNABIN Chartered Accountants  
+8801709873322

## **DECLARATION**

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I, the undersigned, declare that the information specified in this CV is true to the best of my belief & knowledge and correctly describes my experience & me.

**Md Tohidul Islam**

## DETAILS OF CLIENTS WORKED

<b>Nature of Assignment</b>	<b>Name of the Client</b>	<b>Nature of Client</b>	<b>Period</b>	<b>Role on the Assignment</b>
Statutory Audit	Geebee(Bangladesh)Ltd.	Manufacturing	FY-2021,2022	Audit Assistance and Job In Charge
	Geebee Garments Industries Ltd.	Manufacturing	FY-2021	Audit Assistance

<b>Nature of Assignment</b>	<b>Name of the Client</b>	<b>Nature of Client</b>	<b>Period</b>	<b>Role on the Assignment</b>
Internal Audit	Radisson Blue Chattogram Bay View	Service	FY-2021	Audit Assistance
	Mart Promoters	Service & Trading	FY-2023	Audit Assistance and Job In Charge

<b>Nature of Assignment</b>	<b>Name of the Client</b>	<b>Nature of Client</b>	<b>Period</b>	<b>Role on the Assignment</b>
Transfer Pricing	Geebee(Bangladesh)Ltd.	Manufacturing	FY- 2022	Audit Assistance

<b>Nature of Assignment</b>	<b>Name of the Client</b>	<b>Nature of Client</b>	<b>Area of Work</b>	<b>Role on the Assignment</b>
Bank Audit	Prime Bank Ltd.	Service	General Banking	Audit Assistance (FY 2021)

<b>Nature of Assignment</b>	<b>Name of the Client</b>	<b>Nature of Client</b>	<b>Area of Work</b>	<b>Role on the Assignment</b>
Inventory Counting	Shun Shing Cement Industries Ltd	Manufacturing	Inventory Counting and Report Preparation	Job in Charge (FY 2021)
	Geebee(Bangladesh)Ltd.	Manufacturing	Inventory Counting and Report Preparation	Job in Charge (FY 2022)

<b>Nature of Assignment</b>	<b>Name of the Client</b>	<b>Nature of Client</b>	<b>Area of Work</b>	<b>Role on the Assignment</b>
Asset Verification	Radisson Blue Chattogram Bay View	Service	Asset valuation & Tagging	Audit Assistance (FY 2021)
	Mart Promoters	Service & Trading	Asset valuation & Tagging	Audit Assistance (FY 2023)

<b>Nature Of Assignment</b>	<b>Name Of The Client</b>	<b>Nature of Client</b>	<b>Area Of Work</b>	<b>Role On The Assignment</b>
Cash Incentive Audit	<ul style="list-style-type: none"> <li>• Bank Asia Ltd.</li> <li>• Sonali Bank PLC.</li> <li>• Shahjalal Islami Bank Ltd</li> <li>• United Commercial Bank PLC.</li> <li>• AB Bank Ltd.</li> <li>• ONE Bank Ltd.</li> </ul>	Bank	<ul style="list-style-type: none"> <li>• Export Analysis</li> <li>• Export Verification</li> <li>• Proceed Verification</li> <li>• Factory Visit</li> <li>• Calculation &amp; Reporting (As Per Bangladesh Bank's Circular)</li> </ul>	Senior Auditor