

# Shafiqul Islam

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## OBJECTIVE

To provide effective Finance and Accounting skills, leadership and client service in the position of executive, Possess impeccable verbal and nonverbal communication skills and excellent interpersonal skills.

## EXPERIENCE

**Management Trainee Officer (MTO), November 11, 2020 – Present.**

**Mahfel Huq & Co. Chartered Accountants, Dhaka**

- ❖ Prepare the final Financial Statement.
- ❖ Perform the external Audit as a senior auditor (Already completed the audits like BRAC, RSF, HTTC, Ashroy etc.
- ❖ Perform the management audit (Euroasia Interiors and Furnisher LTD, Mother Group).
- ❖ Perform the due diligence audit (HBC International Industries & Technology, Unit-2)
- ❖ Perform the internal audit.
- ❖ Prepare the final auditor report.
- ❖ Prepare the management letter.
- ❖ Prepare the Tax return file.
- ❖ Visit the client office.
- ❖ Check the voucher and Bank reconciliation.
- ❖ Verify the internal control system of Accounting & Finance Department.

## EDUCATION

IBA, Jahangirnagar University. January, 2020 – present

Major: Finance, Minor: Accounting

MBA degree expected: December, 2021

CGPA: 3.63 (Courses)

BBA, National University, 2016

Major: Accounting

CGPA: 3.12

## TRAINING & COURSES

- Tally ERP 9
- MS office

## **SKILLS & Abilities**

- Bilingual English and Bangla
- Maintain Tally, ERP 9
- Proficient in advanced MS excel, word, power point.
- Sound knowledge of IAS, IFRS.
- Sound knowledge of Corporate Tax and Company Act 1994.
- Teamwork skills (group report, Microcredit activities of Grameen Bank)
- Leadership skills, Project skills
- Good communication skills and excellent interpersonal skills
- Web browsing
- Quick learner
- Ability to work under pressure
- Punctuality and Honesty
- Polite, respectful and courteous manner
- Certification on “Computer Basic Course”, Department of Youth Development.

## **EXTRA CURRICULUM ACTIVITIES**

- Member of WMBA Club, JU.
- General Secretary of Viti marjal Student welfare Association
- Performing as a volunteer in social, cultural and organizational activities
- Spoken English Teacher
- Good runner

## **REFERENCES**

Nur Mohammad  
Sr. Manager, Audit & Assurance  
Company law, Tax & VAT Consultant  
Mahfel Huq & Co. Chartered Accountants  
Cell- 01721318150  
Email- [nurmd@mahfelhuq.com](mailto:nurmd@mahfelhuq.com)

Sadik Ahasan Sagor  
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