

# Debabrata Saha

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## ACCOUNTS OFFICER

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**FS Preparation | Tax & VAT Enthusiast | Administration**

An incumbent of accounting, proficient in QuickBooks, Tally, and Microsoft Excel, with adequate experience in compiling accurate journals and financial reports, trial balances, logistics documentation, VAT/TAX compliance, and relevant supportive accounting functions with diverse industry involvement.

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## COMPETENCIES

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### Professional

Financial Statement Preparation, Full Cycle Month-End & Year-end Closing, Income Tax Ordinance, VAT and SD Act., Regulatory Filings, Deadline-oriented, Confidentiality, Professionalism, Teamwork, Delegation, Scheduling and Monitoring, Planning and Organizing, Leadership, Decision Making, Goal Setting and Meeting Goals.

### Technological

QuickBooks Premier edition 2019., QuickBooks Online, Tally ERP 9, Microsoft Office Suite, Google Office Applications, XERO

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## WORK EXPERIENCE

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**Snehasish Mahmud & Co. – Baridhara, J Block**

**12/2018 - Present**

Executive

Responsible for managing 10+ accounts in manufacturing, service, and Retail industry while ensuring quality service.

Closely worked with Barisal Electric Power Company Limited., Decathlon Sports Bangladesh Limited., Axiata Digital Bangladesh (Private) Limited.

- End to end accounting services to clients from bookkeeping to preparation of financial statements as per IAS/IFRS.
- Adjust and rectify entries in accounts receivable and accounts payable folders using accounting software i.e., QuickBooks, Tally.
- Maintaining proper compliance by withholding TAX according to ITO-1984 and VAT according to VAT & SD Act. 2012
- Complete administrative duties related to returns and submission of –
  - Preparation of Mushak forms (**Mushak-6.1 – Mushak-6.10**).
  - Monthly withholding tax statement (**u/r rule 18, ITO 1984**)
  - Monthly VAT return (**Mushak-9.1**)
  - Half yearly return (**u/r rule 75A, ITO 1984**)
  - Return (**u/s 108, 108A**) and **FDI returns**.
- Preparing asset register for fixed asset items. Create depreciation on fixed asset items according to company asset policy.
- Collaborating with the Auditors, Legal & Tax Consultants as being responsible for recording and reporting on behalf of client.

## Apprentice

Developed and improved the capabilities of sales representative team over the course of two years.

- Received 97% satisfaction rating from customers after completed phone call.
- Kept records of customer interactions, processed customer accounts and documents.
- Collaborated with team to quickly resolve customer complaints with appropriate action.
- Effectively managed approximately 100 incoming calls daily.

**EDUCATION****Bangladesh University of Professionals (BUP), Dhaka****05/2021-Present**

Master of Business Administration (MBA), Enrolled

**Tejgaon College (NU), Dhaka****04/2013-12/2017**

Bachelor of Business Administration (BBA), CGPA: 2.56 out of 4

**Narsingdi Model College, Narsingdi****06/2009 – 05/2011**

Business Studies, GPA: 4.60 out of 5

**Satirpara K.K. Institution, Narsingdi****01/ 2007 – 04/2009**

Business Studies, GPA:4.25 out of 5

**ADDITIONAL QUALIFICATIONS**

- VAT & SD Act. 2012 – Attended
- IAS/ IFRS – Attended
- QuickBooks Premier Edition 2019 – Certificate obtained on completion
- Microsoft Excel – Certificate obtained on completion

**PERSONAL INFORMATION**

- NID – 915 357 3028
- Permanent Address: 87/1, West Kandapara, Narsingdi Sadar, Narsingdi – 1600.
- Hobbies: Playing outdoor/ indoor games, Travelling, Exploring other cultures

**LANGUAGE COMPETENCIES**

- English: Proficient in Speaking, Writing, and Listening
- Bengali: Native Speaker

**REFERENCES****Snehasish Barua, FCA, Partner of Snehasish Mahmud & Co.**

snehasish@smac-bd.com

**Salehin Ferdous, ACCA, Jr. Finance Controller, Decathlon Bangladesh**

salehin.ferdous@decathlon.com

I, the candidate, consciously certify that, to the best of my knowledge and belief, the information provided about my qualifications, experiences, and skills is accurate. I understand that any willful misstatement described here may lead to elimination if employed.

Regards

Debabrata Saha