

MD. OSMAN GANI

10/1, Arambagh, Motijheel, Dhaka-1000

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Career Objective:

To attain a position in the field of Accounts especially in **Tax** sector in a progressive business organization to deliver highest quality of professional excellence by synthesizing my academic and professional experience.

Career Summary:

I am a self-motivated and passionate Vat & Tax Professional having experience in three different Group of Companies i.e. Kallol Group, DBL Group and Anwar Group of Industries. I got opportunity to work in some of the major areas of Vat & Tax Management, Planning, Withholding Tax, Individual & Company Income Tax Return, Deduction TDS & VDS, Assessment, VAT & Tax Audit, Declaration Input-Output Coefficient, Coordinate with DCT, Commissioner, appeal & Preparation of reports for Vat & Tax.

Professional Qualification:

Income Tax Practitioner (ITP):

Successfully obtained Income Tax Practitioner (ITP) certificate from the National Board of Revenue (NBR) Registration No. 1847/2017. Member Of Taxes BAR (DBTA) ID: 000110

ICMA- (Cost and Management Accountants) -Continue

LLB- Final Year (Central Law College)- Continue

Employment History:

Senior Executive (Vat & Tax) (July 1, 2018 - Continuing)

Anwar group Of Industries

Company Location : 27 Dilkusha C/A, Dhaka-1000

Department: Vat & Tax

Responsibilities:

Taxation:

- Deduction of TDS and deposit to the Govt. treasury on time
- Preparation and submission u/s 75A & 108 return of Income Tax Ordinance, 1984.
- Preparation personal tax returns and computations.
- Ensure monthly all TDS challan deposit bank & submission to the concerned authority
- Support for efficient operation of Tax related accounting activities of the company.
- Arranging supporting paper for hearings purpose with DCT, Commissioner and appeal, appellate tribunal whenever required.
- Support & coordinate with Tax Advisor requirement papers in regular basis.
- Prepare & support company income tax computation & return submission.
- Communication with Tax office, Face Tax authorities audit & Provide supporting papers.
- Following Income Tax Ordinance, 1984 and in the Income Tax Rules, 1984.
- Regular Update new SRO which made by the Statutory Regulatory Orders (SRO)

VAT:

- Sound knowledge new Value added Tax & Supplementary duty act-2012 & Rule 2016

- Sound knowledge Mushak- 2.1, 2.3, 4.1,4.3, 6.1, 6.2, 6.1.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10,9.1,9.2 etc.
- Monitoring the VAT Challan (Mushak-6.3) & Purchase & Sales Register (Mushak-6.1, 6.2)
- VAT rebate reconciliation with Import & local materials.
- Prepare (VAT Price Declaration) Input Output Co-efficient form Mushak- 4.3
- Prepare & Check Monthly VAT Return 9.1 & Submit to VAT Authority.
- Sharp Knowledge about AT, AIT, CD, RD, SD & Assessable Value Calculation
- Claim AT (Advance Tax) Import Stage Mushak 4.1 Under section 31 & rule 19
- Monitor the deduction of Tax at source (VDS) and deposit the same to the government treasure on time.

Previous Employment:

Sr. Executive (Tax) (Aug 06, 2016 - June 30, 2018)

DBL Group

Company Location : BGMEA Complex, karwan Bazar,dhaka-1215

Department: Tax

Responsibilities:

- Preparation and filing of income tax return, with-holding tax return, including supporting schedules.
- Handling the Income Tax affairs for all the units of the Group.
- Supervision of the payment of Withholding Tax to Govt. Treasury
- To comply with all Tax related activities.
- Preparation of return of income of individual and submitting company tax return.
- Calculation TDS, VDS (bill to bill) and adjustments with previous
- Deduction of Tax and Vat at source and deposit to the Govt. treasury on time.
- Issuance certificate for tax deduction.
- Ensure regular communication with Tax & other local authorities on tax matters.
- Make and arrange supporting paper for hearings purpose with DCT,Commissioner and appeal, appellate tribunal whenever required.
- The preparation and submission of Tax Return
- Reconciliation of Tax demanded and adjustment of TDS and AIT in the books of accounts.

Previous Employment:

Executive (Tax & Vat) (July 12, 2012 - July 31, 2016)

Kallol group of Companies

Company Location : 147,148,153,154, Tongi I/A, Dhaka.

Department: Accounts

Responsibilities:

- Maintaining financial records in Tally (ERP 9) software.
- Preparation and posting of all kinds of accounts and finance related vouchers in ERP software.
- Maintain compliance with VAT Acts 1991 and Rules and keep liaison with Government regulatory bodies,
- Declaration form mushak-1 and submit to take price approval from divisional officer.
- Issuance of VAT Challan Mushak-11 as per approved price.
- Handle VAT Form Mushak-1,6,7,8,9,10,11,12,12kha,16,17,18 & 19.
- Record keeping with daily Purchase, sales and physical stock in various VAT Register.
- Co-ordination with Head office supply chain contract manufacturers, Depots for Documentation.
- Strongly Monitor day to day current account balance with Treasury Deposit.

Education:

- 2012 Masters in Accounting from Govt. Titumir College, Dhaka with First Class
- 2011 Honours in Accounting from Govt. Titumir College, Dhaka with Second Class.
- 2003 Higher Secondary School Certificate from Nawab Fayzunnisa Govt. College. Laksam, Comilla with GPA 2.70 out of 5.00 scale.
- 2001 Secondary School Certificate from Khila Aziz Ullah High School, Laksham with GPA 3.13 out of 5.00 scale.

Training & Certification:

- ✓ Qualified NBR Income tax Practitioner (ITP). Registration No- 1847/2017
- ✓ New **VAT & SD Act-2012 & Rule 2016** Certificate Course by **Snehasish Mahmud & Co.** Organized by Anwar group of Industries .
- ✓ Complete 3 Days **VAT & TAX** training program under ICMAB. Organized by “Dhaka Branch Council” Nilkhet, Dhaka.
- ✓ I have participated in a course of (three months) “**Tally ERP 9 Accounting & Inventory Software**” Organized by STM Software Ltd, 169 Green Road, Bangladesh.
- ✓ Participated Training 15 days **Oracle EBS R12** arrange by DBL Group.

Computer Skills:

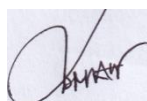
MS Word, MS Excel (advance level), Power Point, Microsoft Outlook,
Standard official E-mail Writing & Internet browsing.
Expertise Bangla typing & English official.

Personal Information :

Name : Md. Osman Gani
Father's Name : Late. Md. Golam Mostafa
Mother's Name : Mobesshera Begum
Date of Birth : December 26,1984
Permanent Address :Vill: Chatitola, P/O: Goramoidan, P/S: Nangolkot, Dist: Comilla
Nationality : Bangladeshi (By birth)
National ID :1917453818858
Marital Status :Married
Religion :Islam
Blood Group :AB(+)

Reference:

Md. Sahidul Haque Manager (VAT & Tax) Kallol Group of Companies 147,148 Tongi I/A, Gazipur	M. Wahidur Rahman, FCA Anwar Ispat Ltd General Manager (Accounts & Finance) 27, Dilkusha, C/A, Motijheel, Dhaka-1000 +8801714-092723
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