



Md. Shahin Miah

Atik Khaled Chowdhury
Chartered Accountants,
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CAREER OBJECTIVES

To obtain responsible and challenging position in the field of Finance, Accounts, Audit function, Reporting, Secretarial and Taxation matters, Costing of an established and reputed organization with corporate environment that will take advantage of my experience, education and offer me the opportunity for career advancement.

Long term:

To takeover the overall responsibility of **Corporate affairs** as well as Audit, Accounts and Administrative management in any reputed organization to run the corporate matter & finance smoothly for financial development of the company.

Professional (Job) Experience:

Organization

: RANCON GROUP

RANCON MOTOR BIKES LTD. (SUZUKI Motors Japan)

387, Tejgaon Industrial Area, Dhaka-1208

Designation

: Asst. Manager – Commercial & Project Management

(16 th September, 2018 to continue)

Professional (Job) Experience:

Organization

: NITOL NILOY GROUP

NILOY MOTORS LTD. (Hero Motocorp, India)

NITOL NILOY TOWER, Plot-69, Nikunja-02, Khilkhet, Dhaka -1229.

Designation

: Sr. Executive – Accounts & Finance and Commercial (2015 to Sep.2018)

PROFESSIONAL QUALIFICATION

I have also achieved **Income Tax Practitioner (ITP)** certificate from National Board of Revenue (NBR).

CA Course Completed (CC)

Institute

: The Institute of Chartered Accountants of Bangladesh (ICAB)

Name of the Firm

: Atik Khaled Chowdhury
Chartered Accountants

Examination Name

: **Bachelor of Laws**

Name of Institute

: National University

Result

: 2nd Class

Duties/Responsibilities:

Accounts & Finance:

- Prepare & maintain company accounts, cash and bank transaction, receipt and payment statement, bank reconciliation statement, cash and fund flow statement, Purches and sales record.
- Prepare financial statements/reports as well as analyze accordingly.
- Preparation of proper documentation with transaction records as per audit requirement and law.
- Responsible for overall accounting treatment of the commercial transaction.
- Preparation of deductions of VAT & AIT at source from different payments including salary payment and deposit to Govt. as per VAT and Tax law of the country.
- Branch visit and carry out the branch audit work and make report Participated various Seminar on Financial Management, Board Meeting as a consultant.

Commercial & Supply Chain:

- Communicate with bank for L/C opening. Like Document submission, Collect Exchange rate, debit advices etc.
- Calculate and communicate with management regarding the Landed Cost of product which includes L/C value, Insurance Expense, Customs Duty, Port Charge, Loading Unloading, Carrying Cost and Other expenses.
- Ensure that the L/C management fund requirement is available in the right bank account at the right time by coordinating with the accounts department. Continuously communicate with Beneficiary (supplier), C&F agent and the requisition department.
- Ensure the required inventory are imported and available at right place Looking after the marine insurance coverage areas and ensure any claims to insurance are raised at due time at appropriate way to confirm timely claim settlement Supervising the logistics area which includes goods are timely arrive at the right place, goods are distribute properly to the dealer end and own showrooms.
- Monitoring and keeping all types of required inventory details (from CKD to finished goods) to bring the appropriate inventory control in place and ensure monthly inventory reconciliation Continuously monitor & communicate with C&F for ensuring timely release of CKD/products from beanpole port and ensure the delivery of those CKD to warehouse.
- Responsible for overall accounting treatment of the commercial transaction.

Company Law Consultant: As a Legal representative, I have worked with the following Areas:

1. Formation of all kinds of New Company, Society, Foundation & Association (Like Local Foreign, & Joint Venture Public & Private Limited Company.)
2. Preparation of Memorandum & Articles of Association in respect of Law.
3. Preparing Prescribed Form (Form-I, IV, VI, V, VIII, IX, X, XII, XV).
4. Preparation & Submission of Annual Return (Schedule-X, Auditor's Reports & 23B).
5. Convert Private Limited to Public Limited.
6. Preparation of Necessary Papers for Transfer & Transmission of shares.
7. Winding up of a Company. (Voluntarily & Order of honorable High Court).
8. Collecting Certified Copy.
9. Memorandum of Satisfaction of Mortgage.
10. Preparing all kinds of notice, Authorization Letter, Forwarding Letter.
11. Preparing minutes of Board Meeting, AGM, and EGM & Allotment.
12. Maintained Share Registrar, Transfer of share Registrar & Books of share Certificate.
13. To Submit return to concern Govt. Authorities as follows quarterly TDS return, monthly VAT return (NBR), RJSC, BRTA (Manufacturing and Makers code Type approval etc.) BSEC, BIDA, CCI, Explosive, Environments, NSI, SB, BB, conducting annual financial audit for tax filing and monthly reporting, filing annual tax return, office permission and licenses renewal etc. as per law compliant and timeline.
14. Have an idea about the activities of Share Division & Initial Public Offering.

EDUCATIONAL QUALIFICATION

Masters of Business Studies (MBS)

Major	: Accounting
Result	: 1 st Class
University	: Narsingdi Govt. College, Narsingdi. (under National University)

Bachelor of Business Studies (BBS Hon's)

Major	: Accounting
Result	: 2 nd Class
University	: Narsingdi Govt. College, Narsingdi. (under National University)

PROFESSIONAL EXPERIENCE AND MAJOR ASSIGNMENTS COMPLETED

Key Responsibilities:

- Maintenance and preparation of books of accounts.
- Preparation and finalization of draft annual and periodical financial statements as per International Accounting Standards (IAS) and local laws.
- Analyzing Receivables from Debtors and reporting thereof to management.
- Supervising and maintaining Accounts payable process.
- Preparing cost report.

Audit

- ❖ Examination of financial statements and management information systems.
- ❖ Review of correspondences with head office and regulatory bodies.
- ❖ Evaluation of internal control systems in respect of its design and effective operation.
- ❖ Review of compliance with IAS, Companies Act 1994, and Taxation rules.
- ❖ Review of budget and Cash flow Statement.
- ❖ Compliance with accounting manual.

Accounting

- ❖ Preparation of the Financial Statements as per IAS or any other form as per management requirement.
- ❖ Maintenance of books of accounts.
- ❖ Ensure updated Bank balance position along with periodic reconciliation
- ❖ Introducing adequate and effective internal control system.
- ❖ Costing of raw materials and finished product.
- ❖ Ensure maintenance of customer ledger and up-dated balance status.
- ❖ Maintenance of pay roll, stock ledger, sales/purchase day book or other control sheets.
- ❖ Preparation & rearrange accounts for the purpose of audit & taxation.

COMPUTER LITERRACY

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|---------------------------------|--------------------------|
| ❖ Operating system | : Windows XP & Windows 7 |
| ❖ Application Packages | : Microsoft Word |
| | : Microsoft Excel |
| | : Internet Browsing |
| ❖ Accounting Software Knowledge | : Quick Books & Tally |

DECLARATION

I, the undersigned, declare that the information specified in this resume is true to the best of my knowledge and design experience and myself.

MD. SHAHIN MIAH

Date: