

## **MD. MAMTAJUL HAQUE (TAJ)**

### **Knowledge Level (Qualified)**

House # 99, Sayed Nagar  
Dakshin khan, Dhaka-1230  
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### **CAREER OBJECTIVES**

Seeking to apply my abilities into challenging position and want to explore myself in the field of Finance, Accounts, Audit, reporting, Companies' secretarial and Taxation matters. In addition, want to lead and provide capacity building support to any well established and reputed organization in corporate environment which will take advantage of my experience, education and offer me the opportunity for career advancement.

### **PROFESSIONAL QUALIFICATIONS**

#### **CA Course Completed (CC)**

#### **Knowledge Level (Qualified), Application Level (Qualified 6 Papers Out of 7 Papers)**

Institute	: The Institute of Chartered Accountants of Bangladesh
Name of the Firm	: Hussain Farhad & Co. <i>Chartered Accountants</i>
Name of Principal	: M. FARHAD HUSSAIN FCA

### **WORK HISTORY**

#### **1. ROYAL GREEN LIMITED (Jan-2018 to Continuing):**

**ROYAL GREEN LIMITED** is well reputed and largest ISP (Internet Service Provider), Data Center Service, Network Solutions, IP Telephone Service, Cloud Service Provider Company in Bangladesh. I am working here as an Assistant Manager of Accounts. Kindly have a look my working area coverage given below to get my duties & responsibilities.

#### **2. BPROPERTY.COM (July-2016 to Dec-2017):**

**BPROPERTY.COM** is a great smart online advertising/ marketing company of real estate business. They are creating a market place for all to buy and rent of Property through their web portal. I worked here as a Team Leader of Finance Department. During my job period I have exercised in the following areas of work.

### **WORKING AREA COVERAGE (DURING PROFESSIONAL CAREER):**

- Preparing/Analyzing monthly, quarterly & yearly financial statements with accountability
- Preparing cash flow forecasting, Budgeting of Cash and Fund management,
- Preparing Bank Reconciliation on monthly basis

- Preparing Accounts Receivables and Payables statements on monthly, quarterly & yearly basis
- Preparing liability statements on weekly, monthly, quarterly, yearly basis
- Checking & Signing all kinds of vouchers and recording the same
- Ensuring compliances of various Govt. rules and regulation especially Tax and VAT.
- Preparing Financial Statements projection analysis report
- Preparation of Withholdings Tax return, VAT Return Preparation of Treasury Challan and deposit to the government treasury too (Tax & VAT)
- Ensuring the compliance with the accounting and auditing standards
- Liaison with banks all matters, FDI Return submission as per Bangladesh Bank Guidelines
- Remittance clearance proceedings with banks
- Weekly and monthly cash flows and projection reporting

### **ARTICLE-SHIP PERIOD:**

As an “Audit Senior” and “job in charge” during the course of professional service in various capacities with Hussain Farhad & Co. Chartered Accounts, gained an extensive and in depth experience in financial system of Multinational, Public & private limited companies, NGOs, Autonomous institutions, Garments sector etc. Some mentionable are noted below:

### **ACCOUNTANCY SERVICE**

- Helicon Limited. (From May 2012 to Sep 2013)
- Alpine Fresh Water System Limited
- ICC World T20 Bangladesh 2014 LOC (Local organizing committee)

### **WORKING AREA COVERAGE (DURING ARTICLESHP PERIOD):**

- Preparing payroll sheet.
- Preparing & checking financial statements with accountability
- Recording day to day transactions in Tally Software (ERP-9)
- Preparation of all kinds of vouchers & all kinds of statements as per top managements guideline
- Ensuring compliances of various Govt. rules and regulation especially Tax and VAT.
- Dealing in respect of company’s secretarial matters
- To willing helpful top Management Financial Decision Making & Budgetary Making & Control
- Preparation of Withholdings Tax return, Preparation of Treasury Challan (Tax & VAT)
- Compliance checking with accounting manual
- Liaison with client’s representatives, regulatory representatives (NBR, BEPZA, BGMEA, Customs)
- Verifying the L/C related records and documents;
- Ensuring the compliance with the accounting and auditing standards; corporate governance.

### **MAJOR EXTERNAL/STATUTORY AUDIT ENGAGEMENTS**

- Bata Shoes Company (Bangladesh)Limited
- Apex Spinning and knitting mills Limited
- Apex Foods Limited
- Rupali Bank Limited
- Chars Livelihood Program-2 (UK based Project)

- Karnaphuli Insurance Ltd. (Corporate Governance Compliance audit)
- PKSf (HELP-Partners Organization)
- Dinajpur Palli Biddiyut Smity-1
- Union Parishad (Local Governance Support Project-2)
- PAPRI, BACE, Coast Trust (NGO)

### **MAJOR INTERNAL AUDIT SERVICE**

- Helicon Limited
- Alpine Fresh Water System Limited
- Capital Development Limited(Real Estate)
- SDDL (Real Estate)
- ECM Car Servicing Workshop

### **INVENTORY& OTHER SERVICES**

- Monno Ceramics Ltd.
- Marico Bangladesh Limited
- Tosrifa Garments Industries Ltd.

### **TRAINING AND WORKSHOP**

Basis of Training Program : Audit Practice Manual (APM), IFRS, IAS, ISA  
 Duration : 31 Days  
 Organizer : Hussain Farhad &Co. *Chartered Accountants*  
 Date : 1<sup>st</sup> Jan'16 to 31<sup>st</sup> Jan'16

### **EDUCATIONAL QUALIFICATION**

Exam Title	Major	Institute	Result	Pass. Year
B.B.S.	(Accounting)	Govt. Titumir College Under University of Dhaka	1st Class	2015
HSC	Business Studies	Adamjee Cantonment College, Dhaka	GPA: 5.00	2010
SSC	Business Studies	Civil Aviation High School, Dhaka	GPA: 5.00	2008

### **COMPUTER LITERACY**

Application packages : Microsoft Word, Microsoft Excel, Microsoft Power Point  
 Software knowledge : Tally (ERP-9), Quick book, ADONIS, SOP

## **LANGUAGE PROFICIENCY**

Bengali : Mother tongue (Speaking, reading, writing)  
English : Second language (Speaking, reading, writing)

## **PERSONAL PROFILE**

Father's Name : Md. Shahidul Haque  
Mother's Name : Mhamuda Akter  
Date of Birth : May 7, 1992  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Mailing Address : House # 99, Sayednagar, Dakshin khan, Dhaka-1230.  
Permanent Address : House # 99, Sayednagar, Dakshin khan, Dhaka-1230.

## **REFERENCES**

**M. Farhad Hussain FCA**  
Managing Partner  
**Hussain Farhad & Co.**  
*Chartered Accountants*  
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Niketon, Gulshan-1, Dhaka-1212.  
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E-mail: [mfarhadfca@dhaka.net](mailto:mfarhadfca@dhaka.net)

**A. K. M. Fazlul Haque, FCA**  
Partner  
**Hussain Farhad & Co.**  
*Chartered Accountants*  
Road- 12, House- 15, Block- F  
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Mobile: 01768747623  
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## **DECLARATION**

I am Md. Mamtajul Haque (Taj), the undersigned declare that the information specified in this resume is true to the best of my knowledge and describe my experience and myself.



**Md. Mamtajul Haque (Taj)**