

**RESUME**  
**Of**  
**SALMAN SHARIF**

**Mobile: 01674-295116**

**E-mail: salmansharif947@gmail.com**



**CAREER OBJECTIVE:**

Intend to work in a challenging and competitive environment where strong sense of responsibility and commitment is required, and to add value to the organization to be served and explore my potentials and to face the challenge of the time.

**PROFESSIONAL BACKGROUND:**

Completed 450 marks of Certificate Level (Accounting, Business & Finance, Taxation-I, Management Information & Information Technology).

Pursued Chartered Accountancy course (CC) from 1<sup>st</sup> November 2014 to 31<sup>st</sup> October 2018 from **Pinaki & Company**, Chartered Accountants which is the oldest and renowned professional accounting, audit and advisory firm under the Institute of Chartered Accountants of Bangladesh (ICAB) and the close supervision of Principal **Mr. Pinaki Das, FCA**. Moreover it is an Independent Correspondent Firm to **REANDA International** the most renowned professional accounting, audit and advisory firm in the world.

**PRESENT EMPLOYMENT**

**Senior Executive Officer**

Nalin Tex Ltd  
(Area – Finance & Accounts)  
712, 716 Uttar Khan Mazar  
Taltala, Uttar Khan  
Dhaka-1230.

**Duration:**

25<sup>th</sup> February 2019 to Present

**Major Responsibilities**

- ❖ Prepared of Financial Statement and financial analysis annually.
- ❖ Dealt with the compliance of Tax & VAT related matters.
- ❖ Fund management (receipts, payments, cash and bank transactions, cash and fund flow etc.)
- ❖ Prepared of budget, payroll, invoices, and other compliance documents.
- ❖ Regular communication with Tax Consultants, Lawyers & legislative authorities.
- ❖ Attending of hearing, assessment & settlement of Income tax and VAT authorities.
- ❖ Maintain liaison with the VAT, TAX Commissioner, Division Office, Circle Office etc.

## PREVIOUS EMPLOYMENT

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### **Audit Supervisor (Audit & Assurance)**

#### **Pinaki & Company**

Chartered Accountants

Ashandell, 2/A Mymensingh Road

Shahabag, Dhaka-1000.

Phone : 966-0944, 966-5095

#### **Duration:**

1<sup>st</sup> November, 2018 to 24<sup>th</sup> February, 2019

### **Major Responsibilities**

- ❖ Preparing detailed audit plan, program and methodology of Accounting and auditing services.
- ❖ Assessment and evaluation of internal control system of the client, to deal and discuss with top management of the client on various issues i.e. operational & financial procedure etc.
- ❖ Preparation and finalization of audit and investigation report on Financial Statements along with analyzing financial indicators and issuance of Management letter.
- ❖ Advising and Assist in preparation of financial statements in accordance with the applicable rules and regulations and other general procedure.
- ❖ Filling Income Tax return of Individual and Company.
- ❖ Compute tax liability of Individual and Company
- ❖ Accounts preparation of the listed companies, Public limited company, Private limited company, Bank & the Financial Institution and NGOs.
- ❖ RJSC Return file.
- ❖ Prepare Memorandum of Association & Article of Association.
- ❖ Review of budget and expenditure and bank Account.
- ❖ Examining the books of accounts and returns in supported by sufficient and relevant evidence.
- ❖ Examining inventory records with physical stock count and Fixed Assets Accounts and register with physical verification.

## PROFESSIONAL QUALIFICATION:

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Certification	Institute	Firm's Name	From	To
CA(CC) with <b>Completed 450 marks of Certificate Level</b>	The Institute of Chartered Accountants of Bangladesh(ICAB)	Pinaki & Company Chartered Accountants	2014	2018

**ACADEMIC QUALIFICATION:**

Exam Title	Concentration/Major	University/Board	Institute	Result	Passing Year
B.B.A (Honours)	Accounting	University of Dhaka	Dhaka College	Appeared	-
H.S.C	Business Studies	Dhaka	Udayan Ucchya Madhyamik Bidyalaya	GPA-5.00 out of 5.00	2013
S.S.C	Business Studies	Dhaka	Armanitola Govt. High School	GPA-4.94 out of 5.00	2011

**COMPETENCIES:**

During the tenure of my Chartered Accountancy Course, the Financial Statements of the following Companies /Organizations have been audited/ reviewed by me as a part of Internal or External Audit:

Industry Name	Company Name
Banking and Financial	Southeast Bank Limited, EXIM Bank Limited, ICB Capital Management Limited, Southeast Bank Capital Service Ltd.
Manufacturing	The ACME Agrovate & Beverages Ltd, Anwar galvanizing Ltd.
Garments, Textile	Shasha Denims Limited, Argon Denims Limited
Pharmaceuticals and Hospital	The ACME Laboratories Limited, ACME Specialized Pharmaceuticals Limited, Monowara Hospital LTD.
Capital Market	ICB Securities Trading Company Ltd, JKC Securities Limited, BLI-Securities Limited, Ibrahim Securities Limited.
Development Organizations/NGOs	Bangladesh Mohila Parishad, News Network, Karmajibi Nari

**TRAINING:**

Attended on various Training Program conducted by Pinaki & Company Chartered Accountants on IFRSs, IASs, ISAs, Changes in Income Tax & VAT laws, and other corporate laws and regulations.

**PERSONAL INFORMATION:**

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Name : Salman Sharif  
Father's Name : Md. Abu Bakar Siddique  
Mother's Name : Shamsunnahar  
Date of Birth : September 30, 1994  
Permanent Address : Vill: Deoulvogue P.O Sreenagar, Upzilla: Sreenagar  
Dist: Munshiganj.  
Present Address : Abul Mansion, 5/1 Nazimuddin Road,  
Dhaka-1100.  
Mobile Number : 01674-295116  
Marital Status : Unmarried  
Religion : Islam  
Nationality : Bangladeshi

**REFERENCES:**

Name	:	<b>PINAKI DAS, FCA</b>	<b>Mesbah Uddin, FCA</b>
Organization	:	Pinaki & Company	Pinaki & Company
Designation	:	Senior Partner	Partner
Address	:	Ahsandell 2/A Mymensingh Road Shahbag, Dhaka.	Ahsandell 2/A Mymensingh Road Shahbag, Dhaka.
Mobile	:	01711-364850	01730-700712
Email	:	pinaki_co@yahoo.com	mesbah_ca@yahoo.com

I hereby declared that all above information furnished by me is true.

**SALMAN SHARIF**