

Date: 23 September, 2021

To
The Head of Human Resource Division
Bangladesh Honda Pvt. Ltd.

Subject: Application for the post of “Executive - VAT or TAX”

Dear Sir,

In response to your job proposal published on “Bdjobs”, I am writing concerning a suitable position in “**Executive – VAT or TAX**” with your organization. I have an interest in working for your organization and would appreciate being considered as a candidate for employment. I feel I can make a positive contribution to your company.

I have been enrolled in MBA at Bangladesh University of Professionals. I work effectively under pressure and handle my time efficiently.

My Curriculum Vitae and photo are attached. I appreciate your consideration of my credentials.

Sincerely

Debabrata Saha
01711086377

Enclosures:
Curriculum Vitae

Debabrata Saha

Nadda, Gulshan-2, Dhaka-1216
dstanoy@gmail.com
+8801711-086377
linkedin.com/in/dstanoy



ACCOUNTS OFFICER

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.

COMPETENCIES

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

WORK EXPERIENCE

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