

CURRICULUM VITAE
Of
SHARMIN AKTER

Contact address: 644, (2nd Floor)
West Kazipara, Mirpur, Dhaka -1216
Phone: 01788312181
Email: tonnisfaco@gmail.com



Career objective

To obtain high motivated and success oriented job that allows freedom and growth of creative potentials and offers challenges & professional to build up career in a local/International organization that provides a fully professional working environment with a scope to exploit/apply past experience and knowledge in a broader perspective.

Career summary

I am working as Senior Audit Assistant in **S. F. Ahmed & Co. (SFACO)** - Chartered Accountants under the supervision of my principal **MR Md. Moktar Hossain, FCA** over **3 years**.

Professional Qualification:

Institute: The Institute of Chartered Accountants of Bangladesh (ICAB), Dhaka and Successfully completed 3 years Chartered Accountancy Course **CA (CC)** with one of the country leading Chartered Accountancy firm, **S. F. Ahmed & Co.** Chartered Accountants, House # 51 (3rd Floor), Road # 09, Block # F, Banani, Dhaka-1213 and the name of my principal **MR Md. Moktar Hossain, FCA**.

Major areas of experience:

- Accounting and advisory services
- Auditing (external)
- Taxation

Academic Qualification:

2012	Master of Business Studies (M.B.S), Accounting Result: 2nd Class (54.8%) University/College: Govt Titumir College, Dhaka National University
2011	Bachelor of Business Studies (B.B.S), Accounting Result: 1st Class (62.91%) University/College: Noakhali Govt. College, Noakhali National University
2007	Higher Secondary Certificate (H.S.C), Business Studies Result: GPA- 4.10 out of 5 School/College: Noakhali Govt. Women's College
2004	Secondary School Certificate (S.S.C), Business Studies Result: GPA- 4.44 out of 5 School/College: Noakhali Govt. Girl's High School

Related experiences in the Professional fields of Audit

External Audit:

- British Motors Bangladesh Limited
- Hyundai Motors Bangladesh Limited
- Pacific Motors Limited
- Millennium Certies Security
- BracNet Limited
- Jotun Bangladesh Limited
- Marubeni Corporation- Bangladesh Project Office
- IFIC Bank Limited
- Basic Bank Limited

Provident Fund:

- Commercial Bank of Cylon PLC
- Union Bank
- KrisEnergy Bangladesh Limited (formerly, Tullow Bangladesh Limited)

International donor funded NGOs:

- UCEP- Bangladesh

Service Company:

- Gas transmission Company Limited (GTCL)

Taxation:

- Prepare and filling of withholding Tax Return, salary certificate, calculating individual tax on salary as per sec. 43 of Income Tax ordinance 1984 and also prepare 108 of KrisEnergy Bangladesh Limited, ITX Trading SA, Reuters Limited, SITA Information Networking Computing B.V. etc

Specific Expertise and Capabilities are:

- Have strong leadership and negotiation skills, problem solving capacity
- Well expert ensuring effective, efficient financial accounting system for the organization
- Expert in review payroll systems to ensure tax and other withholdings are made accurately
- Well expert in conducting Audit & standard reporting
- Have high level of interpersonal skills.
- Enabling supportive cash and banking service to staff, suppliers and others.
- Well capable to ensure appropriate implementation and maintenance of internal controls.
- Capable to ensure timely and accurate financial reporting to the Management

Computer Literacy:

- Windows Operating System
- Microsoft Office Operation
- Internet Browsing

English Language Proficiency:

Reading- High, **Writing-** Medium, **Speaking-** Medium

Personal Details:

Father's Name : Md. Sarwar
Mother's Name : Rahima Akter
Date of Birth : 1st October 1988
Blood Group : O+
Gender : Female
Nationality : Bangladeshi
National ID : 7528704127537
Marital Status : Unmarried
Religion : Islam
Permanent Address : Vill : Falahari, PO: Bandatta Bazar, PS: Kabirhat, Dist: Noakhali

References:

Name	: MR. Moktar Hossain,FCA	Name	: MR. Anwar Hossain, FCS, FCA
Organisation	: S. F. Ahmed & Co.	Organisation	: IPE GLOBAL LTD
Position	: Partner	Position	: Country Head (Bangladesh)
Address	: House # 51(3rd Floor), Road # 09, Block # F, Banani, Dhaka-1213	Address	: House 05, Road 10 Baridhara, Dhaka
Phone (Off.)	: +88029894258	Mobile	: +88 01711530915
Relation	: Professional	E-Mail	: mchowdhury@ipeglobal.com
		Relation	: Relative

I, the undersigned, declare that the information provided here is true to the best of my belief and knowledge and these data correctly describes me.

Sharmin Akter

Date: