

Curriculum Vitae
of
MD. Saiful Islam

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Professional Information

Objective

To pursue a career in the field of Finance & Accounts in a well-established large local or multinational organization through utilizing analytical, technological and financial knowledge with dedication, sincerity, ethics, and brilliance.

CA Articleship

Enrolled as an Articled Student for **03 years** professional course of Chartered Accountancy from **The Institute of Chartered Accountants of Bangladesh (ICAB)** under the supervision of **Mr. Md. AMK Lohani, FCA**, Partner of **ARTISAN Chartered Accountants**.

Job Responsibility As an **Articled Student** of **ARTISAN, Chartered Accountants**. I am responsible for the following activities: -

- Preparing Audit plan, audit procedure and audit program.
- Familiar with internal control requirements at different environments and local regulations regarding accounting, record keeping.
- Preparing organizational profile, audit strategy memorandum, internal control questionnaire.
- Identifying nature and extent of analytical procedure and substantive procedure, to perform walk through test and select materiality level,
- Preparing of financial statements along with journal, general ledger
- Preparation of audit and consultancy proposal on behalf of firm
- Computation of total income and tax liabilities of company and individual according to Income Tax Ordinance 1984, Income Tax Rule 1984 and applicable laws and notifications
- Preparing and filing of statement of salary payment under section 108, withholding income tax return under section 75A
- Preparation of grounds of appeal and assisting in preparation of documentation for settling income tax cases
- Tax and VAT consultancy and opinion on applicability of tax and VAT

*** Some of my audit and consultancy and taxation services I have performed on behalf of ARTISAN have been furnished in **Annexure-A**

Professional Experience and Knowledge

- Deep knowledge of the accounting and financial function of different types of organizations for developing accounting manual and preparation of financial statements for clients;
- Ability to conduct analytical review of financial statements, business process review and internal control review;
- Familiarity with internal control requirements at different environments and local regulations regarding accounting, record keeping, procurement;
- Apt Knowledge in compliance and implementation of “International Financial Reporting Standards (IFRSs)”, International Accounting Standards (ISAs) and “International Standards on Auditing (IASs)”;
- Knowledge on Income Tax Ordinance 1984, Value Added Tax Act 1991, VAT & SD Act 2012, Companies Act 1994, Bank Companies Act 1991, Financial Institutions Act 1993, Securities and Exchange Ordinance and Rules, Business Laws and Bangladesh Labor Law;
- Ability to work in team environment with the collaboration of knowledgeable persons.

Academic Information

Exam Title	Major/Department	University/Board	Result	Year
BBA	Accounting	National University	CGPA:2.92/4.00	2017
HSC	Business Studies	Cumilla	GPA: 4.10/5.00	2012
SSC	Business Studies	Cumilla	GPA: 4.19/5.00	2010

Other Important Information

Workshop & Training

- Worked at Intelligent Image Management Limited is a multinational data entry firm in Dhaka 2013 from 2018 (5 years).
- Professional Training course on Tally.ERP9 at Process It Limited, Elephant Road, Dhaka-1205 on October 2019.
- Professional Computer Training course on Friend's Computer Training Center Chandina, Cumilla
- Participated in various workshops on Accounting, Audit, Tax, VAT and IT issues arranged by **ARTISAN**.
- Participated in seminar relating to Financial Audits, Performance, Assessment, Fiduciary & Safeguards Compliance arranged by ICAB and LGSP-II;
- Participated in training course relating to audit planning, risk assessment, disclosure in financial statements in compliance with International Financial Reporting Frameworks (IFRSs), International Accounting Standards (IASs) conducted by partners and managers of **ARTISAN**, Chartered Accountants.

Language Proficiency

Excellent communication capabilities both Verbal and Writing in Bangla & English.

Computer Literacy

- MS Excel: Pivot Table, Data validation, Advance filter, Macro, Conditional formatting, format cell, Repeating Row or column for print, sharing workbook by multiple PC, Spell Number, tools for excel.
- MS Access: Preparing database, managing form for data view & input, generating report, building database relationship, Using query wizard for expected results.
- MS Word: Mail merge, Automated table of content, Bookmark & hyperlink, Page breaks, preparing new window for same file and update simultaneously, Page numbering with different guideline, Customize header & footer.

Personal Information

Personal Memoranda

Father's Name	: Shamsul Haque
Mother's Name	: Morshida Begum
Date of Birth	: 12 November 1994
Blood Group	: B + (positive)
NID	: 19941914041000015
Nationality	: Bangladeshi (by birth)
Religion	: Islam

Permanent Address: vill. Surpur , PO- Nurmanikchar, PS- Devidwar, Cumilla

References

Mr. AFM Alamgir, FCA

Chief Executive Partner

ARTISAN, Chartered Accountants

Sonargaon Terrace (2nd floor)

House 52 Road 13/c Block E

Banani, Dhaka 1213

Mobile: 01711545011

Email: afmalamgir28@gmail.com

AMK Lohani, FCA

Senior Partner

ARTISAN, Chartered Accountants

Sonargaon Terrace (2nd floor)

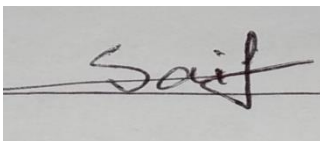
House 52 Road 13/c Block E

Banani, Dhaka 1213

Mobile: 01720039631

Email: artisaninfo2013@gmail.com

I, undersigned, certify that to the best of my knowledge and belief, this resume correctly describes my qualifications and my experiences



(Md. Saiful Islam)

A. External and Statutory Audit:

Organization Type	Sl. No.	Name of the Organization
Bank, Insurance and Financial Institution.	1.	Padma Bank Ltd. (The Farmers Bank Ltd.)
	2.	Paramount Insurance Ltd.
Government and Semi-Government.	1.	Bangladesh Rural Electrification Board. (BREB)
Non-Profit Organization.	1.	Baridhara Society.
	2.	Baridhara Diplomatic Club.
	3.	Dhaka Reporters Unity. (DRU)
	4.	Moulavibazar BNSB Eye Hospital.
Manufacturing and Other Companies	1.	Comilla spinning Mills Ltd.
	2.	Shantex (PVT) Ltd.
	3.	Shanin Clothing Ltd.
	4.	Eco Life Resorts
	5.	Clean Coast Resorts
	6.	East Baridhara housing
	7.	United property Solutions
	8.	United Securities Ltd.
	9.	United Shipping & Logistic Service Ltd.
	10.	Unimart Ltd.
	11.	United Land Port Teknaf Ltd.
	12.	Neptune Land Development Ltd.
	13.	United MakkahMadina Travel & Assistance Co. Ltd.
	14.	Dhaka indenting Ltd.
	15.	Soya Product Bangladesh Ltd.
	16.	United Purbachal Lands Ltd.
	17.	United Refinery & Bulk Storage Ltd.
	18.	United Elevator World Ltd.
	19.	Neptune Properties
	20.	United City Twin Tower Developers Ltd.
	21.	HazratShahjalal (RA) Industrial City Ltd.
	22.	United Polymers Ltd.
	23.	United Lube oil Ltd.
	24.	Neptune Commercial Ltd.
	25.	Novo Real Estate Ltd.
	26.	United Maritime Academy Ltd.
	27.	United Pharma& Health Care
	28.	Shahji Enterprises & Co. Ltd.
	29.	United Enterprise & Co. Ltd.
	30.	United Enterprise & Co. Ltd. Consolidated
	31.	Sugandha Holding Ltd.
	32.	Nasir Group.

Educational Institution	1.	United International University
	2.	Ideal College.
Power Distribution Company.	1.	United Jamalpur Power Ltd.
	2.	United Anwara Power Ltd.
	3.	United Mymensingh Power Ltd.
	4.	United Payra Power Ltd.
	5.	Leviathan Global BD Ltd.

B. Special Audit and Consultancy Work:

OrganizationType	Sl. No.	Name of the Organization
Special Audit.	1.	Padma Bank Ltd. (The Farmers Bank Ltd.)
Consultancy Work.	1.	Sugandha Holding Ltd.
	2.	Mazumder IT Limited
	3.	Corolla Corporation (BD) Ltd.