

RESUME OF

Ashrafee Alam

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CAREER OBJECTIVE:

To contribute my knowledge and experience towards the overall success of the organization through hard work, constant learning, professional and personal development for mutual benefit.

EXPERIENCES*:

Name of Organization	Address	Designation	Duration
KPMG in Bangladesh (Rahman Rahman Huq, Chartered Accountants)	9 & 5 Mohakhali Commercial Area, Dhaka-1212, Bangladesh	Trainee Accountant, Audit & Advisory Services	May 2015 to Continuing

**For detailed experiences, please see the Appendix.*

PROFESSIONAL QUALIFICATIONS:

- ☐ ACCA finalist, Association of Chartered Certified Accountants (ACCA)
(12 Papers passed out of 13)

ACADEMIC OVERVIEW:

Name of Degree	Institute	Year
Advanced Diploma in Accounting and Business	Association of Chartered Certified Accountants	2015
Foundation in Accountancy	Association of Chartered Certified Accountants	2012
Higher Secondary School Certificate (HSC)	Savar College	2010
Secondary School Certificate (SSC)	Savar Girls' High School	2008

TRAINING & DEVELOPMENTS:

2019	Information Protection Fundamentals Training
2018	Audit Training Acting with integrity Annual Independence
2017	Audit Training

KEY PROFESSIONAL SKILLS AND COMPETENCIES:

- ☐ A comprehensive knowledge of professional auditing and accounting standards and guidelines
- ☐ Working knowledge in compliance and implementation of International Financial Reporting Standards (IFRS) and practice in various organizations
- ☐ Preparation of financial statements as per International Accounting Standards (IASs) and International Financial Reporting Standards (IFRSs)
- ☐ Familiar with internal control requirements at different environment, business policies and procedures and other applicable regulatory requirements
- ☐ Knowledge on Income Tax Ordinance 1984, Companies Act 1994, , VAT Act 1991, Labour Law 2006 and other business laws
- ☐ Able to motivate and lead others in a project team environment
- ☐ Ability to work on own initiative or as part of a team competently

TECHNICAL SKILLS AND COMPUTER LITERACY:

- ☐ KPMG tools: eAudit (KPMG), Data and Analytics (D & A)
- ☐ MS Office: In-depth working experiences with Microsoft Word, Excel
- ☐ MS Outlook

LANGUAGE SKILLS:

- ☐ English
- ☐ Bengali

PERSONAL INFORMATION:

Father's Name : Late Munir Alam
Mother's Name : Shakila Banu
Nationality : Bangladeshi (by birth)
Date of Birth : 20 December 1992
Gender : Female

Appendix

Major working experiences in KPMG in Bangladesh (Rahman Rahman Huq, Chartered Accountants)

Name of the client	Industry	Nature of Services	Roles and responsibility
Audit			
TUV SUD Bangladesh (Pvt.) Ltd.	Testing, Inspection, and Certification	Statutory audit and group reporting for the year ended 31 December 2015, 2017 and 2018	The reporting and auditing according to the IFRS and the ISA respectively and reporting based on KPMG AG (Germany) group reporting requirements. For this engagement, I was responsible for verifying significant areas of financial statements in audit team and preparation of the financial statements for 2018.
Roche Bangladesh Limited	Pharmaceuticals	Statutory audit and group reporting for the year ended 31 December 2016 and 2017	The reporting and auditing according to the IFRS and the ISA respectively and reporting based on KPMG AG (Switzerland) group reporting requirements. For this engagement, I was responsible for verifying significant areas of preparation of the financial statements for 2017.
United Nation Office for Project Services (UNOPS)	NGO	Implementing partners financial statement audit for 2018	Implementing partner's (local and international NGO) audit, funded by "Department for International Development" (DFID) managed by "UNOPS". I was responsible for performing the field audit works and dealing with client management, reporting to the engagement in charge and manager.
The Global Fund	NGO	Implementing partners audit - Save the Children for 2016, 2017 and 2018	Implementing partner's (local and international NGO) audit, funded by Global Fund. I was responsible for performing the field audit works and dealing with client management.
Save the Children International	NGO	Statutory audit and group reporting for the year ended 31 December 2018 and Global Fund audit for 2016, 2017 and 2018	The reporting and auditing frameworks were the UK GAAP and ISAs respectively and reporting based on KPMG UK group reporting requirements. For this engagement, I was responsible for performing the field audit works and dealing with client management, reporting to the engagement in charge.
Aga Khan Education Service	Education	Statutory audit for the year ended 31 December 2017	Statutory audit has been performed according to the IFRS and the ISA. For this engagement, I was responsible for verifying significant areas of financial statements in audit team and preparation of the management letter.

Name of the client	Industry	Nature of services	Roles and responsibility
Advisory			
The Hongkong and Shanghai Banking Corporation (HSBC)	Bank	Agreed Upon Procedure on Export Excellence Award 2018	I have prepared the reports on verification and eligibility of the shortlisted nominees and submitted to jury board of HSBC regarding the status of nominees.
Roche Bangladesh Limited	Pharmaceuticals	Agreed Upon Procedure and Compliance Review 2015 and 2016	I have prepared a compliance report of "Trust but Verify" (TbV) project and checked the compliance for 2015 and 2016 based on Roche local and group SOPs and directives. As an engagement in-charge, managed and led the team, planned and executed field work, and reported to manager.
Singer Bangladesh Limited	Manufacturer and retailer	Valuation of inventories 2019	I have performed physical verification of inventories for sales center and warehouse.
Assurance services			
Eastern Bank Limited	Bank	Certification of cash incentive to exporters	I have performed audit as per guideline of Bangladesh Bank for export of goods.
Southeast Bank Limited	Bank	Certification of cash incentive to exporters	I have performed audit as per guideline of Bangladesh Bank for export of goods.
United Commercial Bank Limited	Bank	Certification of cash incentive to exporters	I have performed audit as per guideline of Bangladesh Bank for export of goods.
Stock verification			
Linde Bangladesh Limited	Manufacturing	Statutory audit for the year ended 31 December 2017	I have verified the warehouse stocks and checked whether these are maintained as per IAS.
Robert Bosch (Bangladesh) Limited	Manufacturing	Statutory audit for the year ended 30 June 2018	I have verified the warehouse stocks and checked whether these are maintained as per IAS.