

## Resume of Hubart Gomes



### Mailing Address

**Hubart Gomes**

House No.74/F (1<sup>th</sup> Floor),  
Monipuripara, Tejgoan  
Farmgate, Dhaka-1215.

Cell: 01728-170546; E-mail: [hubart.hbd@gmail.com](mailto:hubart.hbd@gmail.com)

<b>Career Objective</b>	I want to advance my career working with a global progressive environment and to be a perfect professional. Acquire knowledge particularly in the field of accounts & finance, auditing, taxation, administration and commercial area and enable myself to be a part of the winning team.
<b>Professional Qualification</b>	Successfully I have completed 3 (Three) years course of Chartered Accountancy under <b>The Institute of Chartered Accountants of Bangladesh (ICAB)</b> from <b>Hoque Bhattacharjee Das &amp; Co.</b> at <b>31<sup>st</sup> July, 2017</b> . Chartered Accountants, one of the leading Chartered Accountants firms in Bangladesh, as an Articled Student under the direct supervision of <b>Mr. Shatadal Das, FCA</b> , partner of Hoque Bhattacharjee Das & Co. Chartered Accountants, By - laws vide ICAB <b>Registration No. 24508/14</b> .
<b>Professional Stage: Certificate Level</b>	I have been studying Chartered Accountancy (CA) at Professional Stage Certificate Level under ' <b>The Institute of Chartered Accountants of Bangladesh (ICAB)</b> '.

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<b>Employment Record</b>	<p><b><u>Audit Supervisor &amp; Senior Auditor:</u></b>  Since <b>1<sup>st</sup> August, 2014</b>.as an articulated student working in Hoque Bhattacharjee Das &amp; Co, Chartered Accountants, Dhaka. During the article period, as an internal auditor and accounts preparation working in <b>Huawei Technologies (Bangladesh) Ltd, Hero Moto Corp (HMCL NiloyBangladesh Ltd.)Aman Graphics Ltd. Emirates Cement Bangladesh Ltd, Hyupjin Industry Ltd( Manufacturing).Hyupjin chemical Bangladesh Ltd ( Trading) Eastern Bank Ltd (EBL), NRBC Bank Securities Ltd , Local Government Ministry (LGSP-2 World Bank Project), Monadic Bangladesh Ltd , Touchstone Industrial Ltd (Group of Company)and analysis Systems Applications and Tally Software.</b> Besides,Tax and VAT deduction, Pre-audited of all financial vouchers, bill etc.</p>
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<b>Key Abilities</b>	<ul style="list-style-type: none"> <li>➤ To prepare planning and conducting External/Internal Audit Functions;</li> <li>➤ To prepare Monthly, Quarterly &amp; Yearly Accounts, Audited Accounts, Audit report &amp; Management reportand maintaining general ledger, journal entries, accounts analysis and reconciliation;</li> <li>➤ To prepare New Trade licence, Trade licence Renew, Fire Licence, Companies Tin Registration, Individual TinRegistration, BINRegistration, Vat return-Mushok- 9.1 , Individual tax Return file, Birth certificate etc;</li> <li>➤ Inventory Audit</li> <li>➤ To Check and verify all kinds of bill, vouchers, ledger for ensuring the accuracy of financial transactions;</li> <li>➤ To monitor the internal control &amp; compliance procedure with companies' rules and regulation on financial transaction and administrative activities;</li> <li>➤ Have capability of appropriate documentations;</li> <li>➤ Preparation and finalization of audit and investigation report on Financial Statements and issuance of Management letter;</li> <li>➤ Treasury Challan Prepared And deposited;</li> <li>➤ FDR calculation, Loan Calculation, settlement calculation, forfeiture &amp; Gratuity fund calculation;</li> <li>➤ Preparing Invoice and Challan;</li> <li>➤ Document's and File's reservation;</li> <li>➤ To communicate all bank related issue;</li> <li>➤ Performed bank reconciliation; Vat Return.</li> <li>➤ Checked and update all books of accounts</li> <li>➤ To Enter various clients, CA Firm &amp; Banking transaction</li> <li>➤ Preparation &amp; Filling Income Tax return of Individual and Corporate Clients;</li> <li>➤ Computation of tax liability of Individual and Corporate Clients;</li> <li>➤ Valuation and documentation of fixed assets.</li> </ul>
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<b>Current Position</b>	<ul style="list-style-type: none"> <li>➤ Organization Name: Viator Bangladesh Ltd</li> <li>➤ Location: Road 7/A, House 60, Block H, Banani,Dhaka-1213.Bangladesh.</li> <li>➤ Designation: Sr. Executive-Accounts &amp; Finance</li> <li>➤ Duration: Continue</li> <li>➤ Organization Name: D &amp; S Associates ( A Legal Firm)</li> <li>➤ Location: 20/21,PCGardern Tower, west Karwan Bazar (4<sup>th</sup> floor),Dhaka-1215.</li> <li>➤ Designation: officer</li> <li>➤ Duration: Continue</li> </ul>
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<b>Job Experience</b>	<p><b><u>Professional :</u></b></p> <p><b>1.Position :Manager-Accounts</b>  Organization :FnF Resort Ltd (Chuti Resort).  Duration : 08 November, 2017 to 30 April, 2019.  Software Used :Tally ERP.</p> <p><b>2.Position :Accounts officer</b>  Organization:<b>Italtechno (Pvt.) Ltd.</b> (100% Export Oriented Industry)  Leather Footwear Company,Dewgoan, Savar, Dhaka.  Duration : 05 May, 2019 to 31 October, 2019.</p>
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<b>Job Experience</b>	<p><b>1.Position : Assistant Accountant</b>  Organization :Uttarbanga Christian Bohumukhisamabayasamity Ltd.  Duration : 1 October, 2007 to 31 October , 2010.</p> <p><b>2. Position : Accountant and Office Managment</b>  Organization : Tianjin Excellent International (BD) Ltd.  Duration : 1 November, 2010 to 31 July , 2011.</p> <p><b>3. Position : Junior Officer( Customer Services)</b>  Organization : The Christian Cooperative Credit Union Ltd.  Duration: 1 August, 2011 to 15 September, 2012</p>
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<b>Work Experience</b>	<p>During the period of my CA Article ship, I have gained enormous experience in the area of Accounts &amp; Finance and Audit section of Group of Companies, Bank, Government Organization, Manufacturing Organization, Garments,&amp;Multinational Corporation (MNC).</p> <p>A summary of my working area is presented below:</p>
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Name of the Organization	Type of Company	Type of Services
Huawei Technologies (Bangladesh) Ltd.	MNC	Preparation of Accounts (PF)&External Audit(WPPF-worker profit participation fund)
Emirates Cement Bangladesh Ltd	MNC	Vat-11,15,16,17,18,19 Register Book Audit.
Hero MotoCorp (HMCL NiloyBangladesh Ltd.)	MNC	Statutory Audit(PF)
Aman Graphics Ltd.	Garments	Inventory Audit
Hyupjin Industry Ltd	Manufacturing	Preparation of Financial Stalemates( Chemical)
Hyupjin Industry Ltd	Trading	Preparation of Financial Stalemates( Chemical)
Eastern Bank Ltd (EBL)	Bank	Remittance of dividend(Foreign shareholder) Documents prepared
NRBC Bank Securities Ltd	Bank	Statutory Audit(PF)
Local Government Ministry (LGSP-2 World Bank Project),	Govt. Organization	Preparation of Financial Stalemates & Field audit
Touchstone Industrial Ltd	Group of company	External Audit
Monadic Bangladesh Ltd ,	Group of company	External Audit

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## Academic Qualification:

Name of Examination	Group/Subject	Name of the Institution	Board / University	Grade/Marks	Year
MBS	Accounting	Govt. Bangla College, Mirpur, Dhaka	National University	50.20%	2013
BBS (Hon's)	Accounting	New Model Degree College,Dhanmondi,Dhaka	National University	56.05%	2011
HSC	Business Studies	Bonpara College, Natore.	Rajshahi	3.00 out of 5.00	2004
SSC	Business Studies	St. Joseph's High School, Natore	Rajshahi	3.25 out of 5.00	2003

<b>Communication Skill</b>	<ul style="list-style-type: none"> <li>➤ Good verbal and written communication skill in both Bangla and English;</li> <li>➤ Spoken English Course form <b>FM Method</b>;</li> <li>➤ Accurate, organized and excellent planning skill.</li> </ul>
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<b>Computer Proficiency</b>	<ul style="list-style-type: none"> <li>➤ knowledge in <b>Systems Applications andTally ERP</b>.</li> <li>➤ Skilled with various general package applications including <b>MS – Word, MS – Excel&amp;Ms-Power Point</b>.</li> <li>➤ <b>E-mail, Internet browsing</b> and basic knowledge about computer operating system.</li> </ul>
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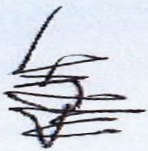
## Resume of Hubart Gomes

<b>Personal Information</b>	<ul style="list-style-type: none"><li>➤ Name : Hubart Gomes ;</li><li>➤ Father's Name :Mr.Gabriel Gomes;</li><li>➤ Mother's Name :Mrs. VinsansaCorraya;</li><li>➤ Nationality :Bangladeshi;</li><li>➤ Religion :Christian(Roman Catholic);</li><li>➤ Marital Status :Married;</li><li>➤ ParmanentAddress:Vill.- Bonpara, P.O.-Haroa, P.S.- Baraigram , Dist.- Natore.</li></ul>
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### Confidential Referees:

<b>Mr. Shatadal Das, FCA</b> Managing Partner HoqueBhattacharjee Das & Co., Chartered Accountants 106,CosmicTower(9th Floor) Box Culvert road, NayaPoltan, Dhaka -1000 Phone # 029355401 Mob No # 01710-827485 E-mail: shatadal@hbdco.org	<b>Mr. Amol Gomes, RAB</b>  South Mohakhali, Christian Para, Dhaka-1212 Mob No # 01716424545.
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<b>Declaration</b>	I, declare that the above-mentioned information is true and correct to the best of my knowledge and belief.
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Hubart Gomes

Date : 04.02.2021