

Shafiul Haque Meaze

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OBJECTIVE

To pursue a career in the field of Finance & Accounts in a well-established local or multinational organization through hard work, ethics, sincerity and brilliance. Moreover, I want to serve for the welfare of the society, business community and the economy of the country through the responsibilities assigned upon me.

CA ARTICLESHIP

Completed three years CA Articleship commencing from October 01, 2014 to September 30, 2017 under the supervision of Mr. Md Shahadat Hossain, FCA (Vice President of ICAB for the year 2009 & 2011 and Council Member of ICAB) with **FAMES & R**, Chartered Accountants, an International Associate Member of Independent Accounting Firms of **Prime Global** (Former Shahadat Rashid & Co., Chartered Accountants).

PROFESSIONAL EXPERIENCE

Mumlook Mustaque & Co., Chartered Accountants.

(October 01, 2017 to Present)

Senior Audit Supervisor (Audit & Consultancy)

JOB RESPONSIBILITIES

As a Senior Audit Supervisor (Audit & Consultancy) of Mumlook Mustaque & Co., Chartered Accountants, I am responsible for the following activities:

- Preparing organizational profile, audit strategy memorandum, risk analysis, internal control questionnaire.
- Identifying nature and extent of analytical procedure and substantive procedure, to perform walk through test and select materiality level
- Preparation of monthly, quarterly and annual financial reports as per requirement of different clients
- Generation of statement of comprehensive income and statement of financial position from software
- Preparation of budget in terms of time and cost and conducting variance analysis
- Preparation of audit and consultancy proposal on behalf of firm.
- Some of my audit and consultancy services, I have performed on behalf of Mumlook Mustaque & Co. including Shahadat Rashid & Co. have been given in Annexure-A.

PROFESSIONAL KNOWLEDGE

- 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 (IFRS)”, International Accounting Standards (ISA) and “International Standards on Auditing (IAS)”;
- Knowledge on Income Tax Ordinance 1984, Value Added Tax Act 1991, Companies Act 1994, Bank Companies Act 1991, Finance Act 2016;
- Experienced to train people at the organization level;
- Budgetary control;
- Ability to work in team environment.

MAJOR ACADEMIC RESEARCH PAPERS/REPORTS

- Corporate governance in Bangladesh.

ACADEMIC QUALIFICATIONS

Bachelor of Business Administration, Major in Accounting(2010 –2014), East West University.
CGPA 3.05 out of 4.00

Higher Secondary School Certificate, Business Studies(2009), Govt. City College Chittagong
Grade (CGPA) 4.50 out of 5.00

Secondary School Certificate, Business Studies(2007), Nasirabad Govt. Boys School
CGPA 4.56 out of 5.00

PERSONAL DETAILS

Father's Name : Al Haj Shamsul Haque
 Mother's Name : Shamsun Nahar
 Permanent Address : Haque House 667/E Lane –4 West Khulshi R/A Chittagong.
 Present Address : 67/D Mirpur Road Kalabagan Dhaka.
 Religion : Islam
 Date of Birth : December 25, 1991
 Nationality : Bangladeshi
 Personal Interest : I am interested in playing games, watching games, watching Movies, listening to classical music and have interests in social activities, reading books, traveling etc.

REFERENCES

Md. Mumlook Hossain FCA FCMA

Managing Partner of Mumlook Mustaque & Co.

Email: mumlook.mmc@gmail.com

Contract No. : +8801771234717

Md. Liakat Hossain FCMA

General Manager of Nitol Insurance Company Ltd.

Email: liakat.hossen@gmail.com

Contract No: +8801713462932

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

Sincerely yours,



(Shafiul Haque Meaze)

Annexure-A

AUDIT AND CONSULTANCY ASSIGNMENTS at MUMLOOK MUSTAQUE & CO. FAMES & R

A. EXTERNAL AND STATUTORY AUDIT :

Sl. #	Organization Type	Name of the Organizations	Nature of Assignment
01	International Freight Forwarder	WAC Logistics Limited	Annual Audit with PF
02	Manufacturing	Bangladesh Cable Silpo Ltd .	Annual Audit
03		B-Trac Engineering Ltd .	Annual Audit
04	Merchant Bank	Agrani Equity Limited	Annual Audit
05	Welfare Trust Organization	Sena Kalyan Sangstha (Head Office)	Annual Audit with PF
06		Sena Kalyan Ready Mix	Annual Audit with PF
07		Eastern Hossairy Mills	Annual Audit with PF
08	General Insurance	Union Insurance Company Limited	Annual Audit
09	Air Transport & Cargo	B-Trac Aviation Limited	Annual Audit
10	Machinery Rental Concern	Bangla Trac Rental Services Limited	Annual Audit
11	Restaurant & Fast Food	Tiffin Box Limited	Annual Audit

B. INTERNAL AUDIT & CONSULTANCY WORK :

Sl. # .	Organization Type	Name of the Organizations	Nature of Assignment
01	Manufacturing Concern	Atlanta Steel & Technologies Limited	Professional Services
02		B-Trac Engineering Ltd .	Physical Counting of Fixed Assets
03	Ready Made Garment	United Apparels Industry Limited	Internal Audit
04		SQ Celcius Limited	Physical Verification of Fixed Assets
06	Hotel & Tourism concern	Hotel Grand Park, Barisal	Internal Audit
07	Trading Concern	B-Trac Technologies Limited	VAT register & VAT return submission
08	Insurance Concern	Nitol Insurance Company Limited	Internal Audit
09	Association	Bangladesh Agro-Processors' Association	Professional Services
10	Clinic	Laser Treat	Internal Audit
11	Generator Concern	Cross World Power Ltd .	Physical Verification of Inventory
12	Foundation	Torab Ali Talukder Foundation	Internal Audit
13	Company Formation	Kutumbita Bangladesh Limited	Professional Services
14		Quantum Fashion Pvt. Ltd .	Professional Services
15	Club	Soroptimist International Club Dhanmondi	Internal Audit