

Mrs. Sonia

House – 67/5, Road - 4, Block - B, Section- 12

Mirpur, Dhaka 1216

Mobile: +880195-0490454**Email:** nesainca15@gmail.com**Career Objective**

To pursue a dynamic and challenging career with an organization of repute and incorporating own goals with the organization's, so as to become a catalyst in each other's growth.

Current Status**Audit Supervisor****M.J. Abedin & Co.**

Chartered Accountants

An independent member firm of

Moore Stephens International Limited,**UK**

1 January 2019 to current

Major Responsibilities

- Planning the audit;
- Supervising the audit team;
- Maintaining regular client communication;
- Reporting to the respective Partner;
- Preparation of Auditor's Report.

Professional Qualifications**Institutional Qualification:**

The Institute of Chartered Accountants of Bangladesh (ICAB)

(Passed 600 marks out of 1600 marks)

CA Level	Status	Marks
Knowledge Level	Partly Qualified	600

CA Article ship:

I have completed my CA-CC (Chartered Accountancy Course Complete) on 31 December 2018 from **M. J. Abedin & Co. Chartered Accountants**, which is one of the oldest and most renowned professional accounting, audit and advisory firms in Bangladesh, under the close supervision of Principal **Mr. Harun Mahmud, FCA**. Moreover, the firm is an independent member firm of **Moore Stephens International Limited, U.K.**

Education

Master's (MBS)	2013
Eden girl's college, National University, Grade- 1 st class	
Hon's (BBS) – Accounting	2012
Eden girl's college, National University, Grade- 1 st class	
HSC- Business Studies	2008
BCIC Collage, Dhaka, GPA- 4.70 (5.00)	
SSC- Business Studies	2006
Jannat Academy high school, Dhaka, GPA- 4.63 (5.00)	

Working Experiences

- 1) My work experience in **M.J. Abedin & Co.** Chartered Accountants includes conduct of statutory audit and other services for a number of different multinational and national companies varying from banking, non-banking financial institutions to manufacturing companies and service organizations. All of these experiences have made me capable of understanding the business & regulatory environment of different industries and their operations. Name of audit and consultancy services I have performed on behalf of firm in various organizations are given below:
 - IFIC Bank Ltd
 - Mutual Trust Bank Ltd.
 - Unimas Spotwear Ltd.
 - Bengal Packages Ltd.
 - BIT Body Bangladesh Ltd.
 - Soorty Textiles (BD) Ltd.
 - Flagship Dhaka CETP (BD) Ltd.
 - Republic Insurance Company Ltd. (Special Audit assigned by IDRA)
 - HDFC SinPower Ltd.
 - Bangladesh Publication Ltd.
 - Ibrahim Cardiac Hospital & Research Institute
 - National Healthcare Network
 - M & H Informatics (BD) Ltd. (PF)
 - Oxford Policy Management Ltd
 - Pubali Jute Mills Limited
 - Unite Body Rights (UBR Alliance Secretariat) and UBR 2 (A project of RHSTEP funded by RFSU)
 - Improving SRHR Situation through Comprehensive Sexuality Education (CSE) Amongst Adolescents and Youth (A project of BAPSA funded by RFSU)
- 2) **Accountant, Penta Accessories Ltd. | Department: Accounts and Finance**
 House - 137, Road - 08, Block - B, Section-12, Mirpur, Dhaka-1216.
 1 February 2012 to 15 May 2015, Phone: 02-8051515
Duties & Responsibilities
 Maintaining petty cash, Preparation of voucher, Preparation of proforma invoices, Preparation of L/C file, Payroll and Maintain delivery procedures & work orders.

Key Professional Knowledge

- Examining and preparation of books of accounts and returns i.e. General ledger, Cash book, Bank book, Subsidiary ledger in supported by sufficient and relevant evidence;
- Examining inventory records with physical stock count and Fixed Assets Accounts and Register with physical verification;
- Review of budget and Cash Flow Statements, expenditure and bank accounts;
- Preparation of interim and annual financial statements in accordance with International Financial Reporting Standards (IFRS) and as per applicable rules and regulations;
- Preparation and finalization of audit and investigation report of Financial Statements along with analyzing of financial indicators and issuance of Management Letter in accordance with International Standards of Auditing (ISA).
- Preparation of Audit Plan, Audit Program and Methodology of Accounting and Auditing as well as Accounting Services as a Senior Audit Assistant or Team Leader;
- Assessment and evaluation of Internal Control System.
- Experienced in reporting to the appropriate authority as per requirement.
- Sound knowledge on various laws and regulations like Companies Act 1994, Income Tax Ordinance 1984, Value Added Tax Act 1991, Securities and Exchange Ordinance and Rules, The Bank Companies Act 1991(Amendment up to 2013), Bangladesh Bank Guidelines, and Notification's SRO etc.

Technical Skills

- Proficient in Basic use of computer.
- Microsoft Office (Word, Excel, PowerPoint, Access);
- Proficient in using different accounting software like ERP (Oracle, Tally).

Language Skills

- Bengali as native language;
- Very good communication and working skill in English;

Personal Details

Father's Name : Md. Sobhan
 Mother's Name : Shahida Begam
 Date of Birth : 15th November, 1991
 Permanent Address : House : 32/34, Road : 25, Block : D, Section : 11, Mirpur,
 Dhaka-1216.
 Nationality : Bangladeshi
 Religion : Islam
 Blood Group : B+
 Height : 5' 3"
 Marital Status : Married
 NID Number : 19912696402002646

References

- 1) **Kamrul Abedin FCA**
 Partner
 M. J. Abedin & Co. | Chartered Accountants
 National Plaza (3rd Floor), 109 Bir Uttam C. R. Dutta Road,
 Dhaka-1205.
Mobile: +8801713035677
Email: mjabedinbd@gmail.com
- 2) **Md. Rubel Hossain**
 Senior Manager | Card, Retail & SME Banking
 Eastern Bank Limited
 Sabera Tower (3rd floor), House-42, Road-52, Gulshan North C/A,
 Dhaka-1212
Mobile: +8801914-000893
Email: rubel.hossain@ebl-bd.com

Certification

I, the undersigned, certify that, to the best of my knowledge and belief, these data correctly describe me, my qualification and my experience.

Truthfully Yours



Mrs.Sonia