



## CONTACT

### Phone:

+8801686346669

### E-mail:

sharif.mabsj@gmail.com

## PROFESSIONAL SUMMARY

Currently serving as a member of Bills Payable and Internal Control section under Accounts and Finance Department Square Textiles Division, my major responsibility is to check & verify the bills in accordance with policies, procedure and existing practice for smooth process & payment in timely as well as achieve departmental objective. Previously serving as a Team in-charge (Statutory Audit) in Trust Bank Limited (for the year ended 2019) as a representative of MABS & J Partners Chartered Accountants, who is versatile, reliable and efficient with 3+ years of extensive experience in Auditing, Accounting & Business Process Analysis related areas in different multinational and domestic reputed companies. Diversified skills include: Advance level in MS excel (V lookup, H lookup, Pivot table, function & formulas), ERP software (Tally, Data Soft: Microfin360), Financial reporting (IFRS, IAS, ISA), Regulatory affairs, Developing policies & process improvement, Setting Business Strategies, Facilitate training and team management.

## HIGHLIGHT

**ACCOUNTING, AUDITING, TAXATION, BUSINESS PROCESS ANALYSIS, SOP DEVELOPMENT, BUSINESS STRATEGIES.**

## ADDRESS

**Present:** House-17, Road-18, Nikunja-2, Khilkhet, Dhaka-1229

**Permanent:** Vill: Dattagram, Kokadahara, Kalihati, Tangail.

# MD. SHARIF HOSEN

## CAREER OBJECTIVE

To obtain a responsible position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

## PROFESSIONAL EXPERIENCE

### Executive – Accounts & Finance

**Square Textile  
Division  
March 2020 –  
Till Now**

- Check and verify the amount of Invoices /bills for goods and services
- Ensure compliance with applicable laws and regulations
- Ensure budgetary control where applicable
- Ensure VAT & Tax Compliance

## Professional Qualification and Affiliation

**CA-CC**

MABS & J Partners Chartered Accountants  
(A member of Nexia international, UK)  
Principle: Mr. Mohammad Sajedul Haque Talukder FCA  
Period: 18th January 2017 to 17th January 2020

Served different kinds of reputed organization during the Chartered Accountancy course in different kinds of specialized filed. Recent major clients are as follows:

### Banking Institution

- Bangladesh Bank (Statutory Audit)
- National Bank of Pakistan (Statutory Audit)
- Agrani Bank Limited (Statutory Audit)
- Trust Bank Limited (Statutory Audit)
- Bangladesh Commercial Bank Limited (Statutory Audit)

### Public Limited Company

- The Security Printing Corporation Bangladesh Ltd.
- GQ Ball Pen Industries Ltd. (Statutory Audit)
- Appollo Ispat Complex Ltd. (Statutory Audit)

### International NGO

- Oxfam GB (Project Audit & Donor Audit)
- Handicap International (Project Audit)
- ActionAid Bangladesh (Project Audit)
- Save the Children (Project Audit)

### Private Limited Company

- Crown Polymer Bagging Ltd. (Statutory Audit)
- Matrix Sweaters Ltd. (Internal Audit)
- Level3 Career Ltd. (Statutory Audit)
- The Merchants Ltd. (Statutory Audit)

### Micro Credit Organization

- Society for Social Service (SSS) (Statutory Audit)
- Muslim Aid, Bangladesh (Statutory Audit)

### World Bank Project

- Modern Food Under Food Ministry (Consultant)
- LGSP- 3 Under LGRD Ministry (Statutory Audit)

## CORE QUALIFICATIONS:

- Extensive experience in accounting and business financial administration
- Exceptional Business Process Analysis expertise.
- Strong background in accounting control.
- Superior familiarity with risk management

## SKILLS:

- Strong analytical skills with ability to identify issues and suggest solutions.
- Able to analyze, interpret, and compare figures and facts to come to a conclusion.
- Strong ability to build trusting relationships.
- Great interpersonal and communication skills.
- Able to manage multiple projects and ensure timely completion.
- Exceptional team-management skills with ability to motivate, direct, and coach colleagues.

## LANGUAGE PROFICIENCY:

- Bangla: Fluent
- English: Fluent
- Hindi: Standard

## TECHNOLOGICAL PROFICIENCY:

- Data Soft: Microfin360
- ERP 9. Tally
- Microsoft office package

## PERSONAL INTERESTS:

- Photography
- Playing Guitar
- Listening Music.
- Travelling.
- Reading Books.
- Cricket, Football, Badminton, Chess.

## Achievements in MABS & J Partners Chartered Accountants

- External Auditing & Reporting.
- Financial reporting according to IFRS, IAS, ISA
- Test various financial documents and reports for accuracy and compliance.
- Examine wide range of documentation.
- Monitored new trend and technology as required to audit areas.
- Process improvement & setting Management Strategies.
- Establish risk management technique (Identify & Mitigate)

## TRAINING COMPLETED

- ERP Tally: Organized by MABS & J Partners Chartered Accountants.
- International Financial Reporting Standards: Organized by MABS & J Partners Chartered Accountants.
- Audit Practice Manual and ISA: Organized by MABS & J Partners Chartered Accountants.

## ACADEMIC QUALIFICATION

### Bachelor of Business Administration (Major in Accounting & Finance)

American International University-Bangladesh (AIUB)

Obtained CGPA 3.43

Passing year: 2016 (Fall)

### Higher Secondary Certificate (HSC)

Shaheen College. (Dhaka Board)

Obtained GPA 4.70

Passing year: 2012

### Secondary School Certificate (SSC)

Balla Coronation High School. (Dhaka Board)

Obtained GPA 4.00

Passing year: 2010

## PERSONAL DETAILS

**Fathers Name:** Md. Sharbesh Ali

**Mothers Name:** Lily Akter

**Date of Birth:** 10 August 1995

**Blood Group:** AB+

**Marital Status:** Unmarried

**National ID No.:** 1503808642

## REFERENCE (S)

### Mr. Razib Hossain FCA

Chief Financial Officer (CFO)

Appollo Ispat Complex Limited

Contact: +8801970-022110

E-mail: razib\_hyc@yahoo.com

### Mr. S H Talukder FCA

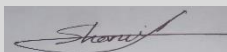
Partner

MABS & J Partners Chartered Accountants.

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I, Md. Sharif Hosen, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



Md. Sharif Hosen