

## CURRICULUM VITAE of

# Faysal Ahmed Nayim

Address : Flat #4/a, House #1428, Plot #8, Baunia, Dhaka  
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## CAREER OBJECTIVE

To take up a challenging job, demanding hard work, innovativeness and opportunities to learn and grow with organization and to grow up with organization's Finance and Accounts department through hard work, ethics, sincerity and brilliance.

## PROFESSIONAL EDUCATION

Chartered Accountancy student under The Institute of Chartered Accountants of Bangladesh (ICAB) holding vide registration no. 28191/17, Level – Certificate .

## ACADEMIC EDUCATION

Exam Title	Result	Institute	Passing
BBA (Finance & Accounting)	CGPA 3.71 (In the scale of 4.00)	American International University of Bangladesh-AIUB	2017
HSC (Business Studies)	GPA 5.00 (In the scale of 5.00)	Narsingdi Model College	2012
SSC (Business Studies)	GPA 4.44 (In the scale of 5.00)	Brahmondi K.K.M Govt. Boys High School	2010

## WORKING EXPERIENCE

- Assistant Manager – Audit and Assurance** (05 April 2020 – till present) and,
- Articled Student** (18 September 2016 – 04 April 2020)  
**S. F. Ahmed & Co.** Chartered Accountants | Company Location – House -51 (3<sup>rd</sup> floor),  
(member firm of **HLB International**) | Road - 09, Banani, Dhaka  
**Principal's Name** | Mr. Mainuddin Ahmed FCA  
**Duties/Responsibilities** | Statutory Audit, Internal Audit, Transfer pricing.

## AREA OF INTEREST

Corporate Finance, Internal Audit, Taxation, Big Data and Solving problem using technology etc.

## CORE COMPETENCY

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- Maintaining and preparing periodic financial reports with compliance of International Financial Reporting Standards (IFRSs).
- Knowledge on Income Tax Ordinance 1984, Companies Act 1994, Bank Companies Act 1991, Financial institutions act 1993 and other Business Laws.
- Performing audit in accordance with International Standard of Auditing (ISA).
- Possessing strong technical skills in both management and financial accounting and comfortable utilizing financial information systems.
- Able to work individually with minimal supervision or as part of a team.
- Prepare reports and Proceeding on events and Programs.
- Social mobilization activities on various development issues.

## LANGUAGE PROFICIENCY

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- Bengali – Excellence in reading, writing, listening and speaking.
- English – Excellence in reading, writing, listening and speaking.

## COMPUTER SKILLS

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- **Microsoft Office:** Expert on MS Excel, MS Word and MS PowerPoint etc.

## EXTRA-CURRICULAR ACTIVITIES

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- Designed & developed various **Excel based** tools to check and analysis loans and advances of a Bank in external audit to enhance audit team productivity and efficiency.
- General Secretary of 41<sup>st</sup> S. F. Ahmed & Co. Articled Association.
- Executive Member of 40<sup>th</sup> S. F. Ahmed & Co. Articled Association.
- Event organizer and coordinator of the Annual Members' Reunion & Prize Giving Ceremony 2018 and Annual Picnic 2017 by S. F. Ahmed & Co. Articled Association.

## PROFESSIONAL EXPERIENCE

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I am responsible to conduct and finalize Audit and Investigation Assignments, Taxation and Accounting services, corporate affairs and visit of various clients, among which following are the important worth mentioned.

### Name of assignment

### Organization's Name

Annual audit

AB Bank Limited | BASIC Bank Limited | City Brokerage Limited | IIDFC Capital Limited | Power Grid Company Bangladesh Limited | Bangladesh Internet Exchange Limited | Shapla Technologies Limited | NETZ Partnership for Development and Justice | Education and Development Foundation-EDUCO

Internal audit

Tulow Bangladesh Limited

Accounting service

Nokia Solutions and Networks (NSN)

Corporate governance

AB Bank Limited

Transfer pricing

Standard Chartered Bank | Tulow Bangladesh Limited | Commercial Bank of Ceylon PLC

VAT and Tax reconciliation and recalculation

Nokia Solutions and Networks

Physical Verification of Assets & Valuation

Banglalink Digital Communications Ltd.

## PERSONAL DETAILS

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Father's name : Abdul Monnaf

Mother's name : Shirina Akter

Date of Birth : 31<sup>st</sup> January 1995

Gender : Male

Marital status : Married

Nationality : Bangladeshi (By Birth)

Religion : Islam

Present address : Flat #4/a, House #1428, Plot #8, Baunia, Dhaka

## REFERENCE

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### **Mr. Md. Moktar Hossain, FCA**

Partner

S. F. Ahmed & Co. Chartered Accountants

House #51, Road #9, Block F, Banani, Dhaka-1213

Phone: (+88-02) 987-1018, 987-0619

E-mail: [sfaco@sfahmedco.org](mailto:sfaco@sfahmedco.org)

### **Mr. Md. Sayduzzaman Tuhin, FCA**

AGM -Tax, VAT & Company Affairs

Elegant Group

AJ Heights, Cha-72/1/D, Badda, Dhaka-1212

Mobile: +8801740-599898

E-mail: [tuhinsf@yahoo.com](mailto:tuhinsf@yahoo.com)

## DECLARATION

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I, the undersigned declare that the information provided in this resume is true to the best of my belief and knowledge and correctly describes my experience and myself.

Faysal Ahmed Nayim

Date: