

# RÉSUMÉ OF Nityananda Das

Present Address: 57/ V/6,  
Uttor Maniknagar, Dhaka-1203  
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## Objective

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To build the career in any reputed organization in a mid level management position having the intention to work with honesty, sincerity and to learn, grow by integrating my knowledge and skills and to add value to the organization to be served and explore my potentials and eventually take greater responsibilities and to face the challenge of the time.

## Professional Qualifications

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- Chartered Accountancy Course Completed (**CACC**) under The Institute of Chartered Accountants of Bangladesh (**ICAB**)

## Academic Qualifications

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2008 (Held in May 2011)	: Master of Business Studies (MBS) in <b>Accounting</b> , 2nd Class, National University (Govt. Bangla College, Dhaka);
2007 (Held in Jun 2009)	: B.Com Honours in <b>Accounting</b> , 2nd Class, National University (Govt. M M College, Jashore);
2003	: H S C (Business Studies), GPA 3.80 / 5.00 ( Without fourth Subject),Dr. Abdur Razzak Municipal College, Jashore Board;
2001	: S S C (Science), GPA 3.88 / 5.00 (Without fourth Subject), Jashore Zilla School, Jashore Board.

## Job Experience

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### Sr. Executive (Internal Audit, From 18.08.2013 – to present )

#### **Prime Group Of Industries**

Company Location :  
Sena Kalyan Bhaban  
( 8th Floor), 195  
Motijheel C/A  
Department: Internal  
Audit Division

### Duties/Responsibilities:

- Review operations to ascertain control needs and to recommend, develop and maintain solutions to business and financial problems.
- To assists Head of Department efficiently and effectively by proper implementation of latest pre-audit and post audit system.
- To prepare Annual Audit Plan to cover all areas of the Company.
- Responsible for details of audit reports and analysis.
- Ensure internal control procedures and related compliances.
- Periodic and surprise Audit of Material Inventory of other departments and revenue transactions of the departments dealing with cash.
- Periodically visit to the sister concerns of the group regarding review the internal control environment.
- To prevent and identify all major risks such as financial fraud, pilferage etc.

- To conduct Market survey for rate and prepare report.
- Capable of handling multitasking activities and working under pressure.

## **Professional Experience**

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**CACC** (Chartered Accountancy Course Completed) from Nurul Faruk Hasan & Co.(nufhas) Chartered Accountants, **Deloitte Bangladesh**, for a period from **01 June 2010 to 17 August 2013 (03 years 02 months and 17 days)**.

Worked as an **articled student** in Nurul Faruk Hasan & Co. (nufhas); Chartered Accountants. During my CA Articleship Period some of the major clients working for Nurul Faruk Hasan & Co. (nufhas).

## **Telecommunication Industry:**

### **Robi Axiata Bangladesh Limited.**

Finance activities and preparatory work for BTRC regulatory audit (Duration Jan 2012 to Dec 2012)

- Analysis of **Robi's** statutory audit reports for the years from 1997 to 2010 (14 years) and preparation of various analyzed report for the purpose of Bangladesh Telecommunication Regulatory Commission's (**BTRC**) special audit;
- To check and confirm the compliance with the laws, regulation and various requirements of BTRC for various operational aspect of **Robi Axiata BD Ltd** ;
- Preparation of monthly purchase register (Musok-16);
- Arrangement of local and foreign Remittance file;
- Arrangement of VAT and Tax Challan files;
- Arrangement of LC files;
- Database Creation and Management of bill of entry;
- Database Creation and Management of local and foreign loan;
- Calculation and deduction of Tax and VAT from vendors' invoice;
- Preparation of VAT and Tax treasury Challan to deposit into the government;
- Reconciliation among all the regulatory reports;
- Preparation of Special format database of accounting records and documents based on the suggestion given by the **Robi's** finance team;
- Preparation of monthly financial reports;
- Routine work.

## **Call centre Industry:**

### **Inspire Communication Limited**

- Statutory Financial Audit

## **Garments Industries:**

### **LSI Industries Ltd. (DEPZ)**

- Fixed Assets verification
- Reconciliation between fixed assets register and physical verification

### **I.P Jaq Knitting Ltd.**

### **Zong Sine Textile Ind. Ltd.**

### **Dongmi Textile Co. Ltd.**

### **Linmark Int.(BD) Limited**

- Statutory Financial Audit
- Statutory Financial Audit
- Statutory Financial Audit
- Statutory Financial Audit

<b>A-Tex Int. Ltd.</b>	• Statutory Financial Audit
<b>Jo-Y-Jo Ltd.</b>	• Accounting System design
<b><u>Financial Institutions:</u></b>	
<b>DBH (Delta Brac Housing)</b>	• Fixed Assets verification
	• Reconciliation between fixed assets register and physical verification
<b><u>Oil, Gas and Power Generation Industries:</u></b>	
<b>MJL (Mobil Jamuna Limited)</b>	• Fixed Assets verification
	• Reconciliation between fixed assets register and physical verification
<b>Pendekar Energy (A Malaysian power generation company-Bangladesh Operation)</b>	• The special review on 1,121 invoices submitted and settled for one vendor for a certain period to confirm the invoice payment and the actual closing balance of that particular vendor.
<b><u>Academic Institution:</u></b>	
<b>Shapporo Dental College,Dhaka</b>	• Statutory Financial Audit
<b><u>Toiletries Industries:</u></b>	
<b>Unilever Bangladesh Limited</b>	• Inventory Counting and reconciliation with SAP
<b><u>Food and Beverage Industry:</u></b>	
<b>Coca- Cola Far East Ltd. Bangladesh Branch</b>	• Book-keeping and Accounting functions
	• Monthly financial reporting
	• Payment processing
	• Employees taxation matters
	• Verification and reconciliation of concentrate stocks
	• Physical verification and reconciliation of cooler(2013)
	• Damaged Stock Audit (2013)
<b><u>Non Government Organization(NGOs):</u></b>	
<b>HELVETAS Swiss Intercooperation(HSI) (Sharique and Samriddhi Project)</b>	• Statutory Financial Audit
<b>Disabled Rehabilitation Research Association (DRRA), Kalama Shishu Niketan (KSN) Project</b>	• Statutory Financial Audit
<b>Center for Natural Resource Studies(CNRS) (Shiree Project)</b>	• Statutory Financial Audit
<b>Village Education Resource Center (VERC, Protiva project)</b>	• Statutory Financial Audit
<b><u>Training and Workshop</u></b>	
January 2012	Training on Security policy of Robi Axiata (BD) Limited.
June 2011	Training on preparation of Income Tax return with

sophisticated software Tax Tools. Nurul Faruk Hasan & Co.  
(nufhas) Chartered Accountants.

January 2011

Training on **Accounting software (Tally)** installation, chart of accounts preparation with accounting software.  
Nurul Faruk Hasan & Co. (nufhas)  
Chartered Accountants.

### **Extra-Curricular Activities:**

- Secretary of Alumni Association of Jashore Zilla School, Jashore (2008-2009);
- Producer & trainer of some handicrafts.

### **Languages Proficiency**

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**English:** Fair both in oral and written presentation;

**Bengali:** Standard in writing and speaking.

### **Computer Literacy**

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#### **Spreadsheet application and word-processing:**

MS Word, MS Excel, Power point

#### **Operating system:**

Windows 98, Windows XP, Windows 7

Efficient in the operation of **E-mail, internet browsing.**

### **Distinctive Qualities**

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- Hard working and dynamic
- Rationally motivated and sincere
- Excellent interpersonal skill and team player
- Strong communication skill
- Able to work under pressure
- Results driven
- Excellent follow-up and responsiveness
- Like to take challenges

### **Personal Information**

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Father's Name	: Late Haripada Das, MA
Mother's Name	: Damyanti Das
Date and Place of Birth	: 25 October 1986, Jashore , Bangladesh;
Permanent Address	: House # 180, Bejpara Banani Road, Jashore ,P.O, P.S. & District- Jashore
Religion	: Hindu
Marital Status	: Married
National ID #	: 1005916083

### **References**

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- **Mr. Md. Nurul Haque, FCA;**  
Partner, Nurul Faruk Hasan & Co.; Chartered Accountants; Cell # 01713-414243;  
E-mail: nurul.nufhas@bcs-bd.com
- **Mr. Md. Faruk Uddin Ahammed, FCA, CISA.**  
Partner Nurul Faruk Hasan & Co.; Chartered Accountants; Cell # 01713-038 738.  
E-mail: faruk.nufhas@bcs-bd.com



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