

SAWPON CHANDA GHOSH

23/5-E, K.M. Das Lane (1st floor)
Tikatuly, Dhaka-1203.
Cell: 01727832650
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Career Objective

To be part of an organization where secure a challenging position to expand my learning, knowledge and skill while making a significant contribution of the company and future enhance to develop my successive career.

Professional Experience

Jul 2019–Present Windmill Advertising Limited

Executive - Finance & VAT

- Prepared financial statement and budget forecasting as per accounting standard.
- Ensure accurate and recording and provisioning of all transaction into accounting system & Tally.
- Check and verify all transaction before entry the ledger & journal.
- Keeping liaison and closely work with VAT regulators and solve the barriers related to company VAT issues.
- VAT Challan prepared based on commercial invoice according to approval price.
- Prepared and submit VAT return and other VAT related documents to regulators authority in a timely manner.
- Calculation & deduction of VAT at source (VDS) and issue certificate.
- Any other responsibilities assign by the management.

Jul 2015–Dec 2018 Navana Engineering Limited

Jr. Executive– VAT

- Maintaining and Complying a Central VAT Registered Project of Navana Engineering Ltd's manufacturing central unit, unit-2, sales and depots under VAT Acts and Rules-1991.
- Liaison and closely work with VAT regulators and solve the barrier related to company VAT issues.
- Ensure Maintaining and Complying records also manual and software including Mushok-16, Mushok-17, Mushok-18, Mushok-19, Mushok-20 and other books paper records related to VAT.
- Maintaining the finished goods and raw material stock to VAT record and software and also complying raw material consumption.
- Submission of VAT Return, Mushok-1, Mushok-20 and other document to VAT authority intime.
- Calculation and deduction of VAT at source(VDS) and issue certificate.
- Prepared Export related document and Preserved Mushok-1, Mushok-19, Mushok-20 and other VAT related document.

Professional Training

Feb 2021 - Present International VAT Training Institutions
Bangladesh technical Education Board
Course Coordinator **Abdur Rouf**,
VAT Specialist, Bangladesh Professional VAT Form.

Oct 2020 - Present Bachelor of Law (LLB)
Central Law College, Dhaka

Mar 2018-Mar2018 Institute of Professional Development Programs(IPDP)
Value Added Tax Course (09 days)
Export, Import, B/E, Rebate, VDS, TDS & Other VAT & TAX
Task Facilitated By **A.K.M. Mahbubur Rahman**,
Additional Commissioner Customs Excise and VAT

Educational Profiles

Masters of Business Administration (MBA)
Department of Business Administration
Stamford University, Bangladesh.
Major : Finance
Result : GPA- 3.32/ 1st classequivalent
Passing year : 2012

Bachelor of Business Administration (BBA)
Department of Business Administration
Stamford University, Bangladesh.
Major : Finance
Result : GPA- 2.89/ 1st class equivalent
Passing year : 2010

Higher Secondary School Certificate (H.S.C)
Walineaz Khan College, Kishoregonj.
Group : BusinessStudies
Result : GPA- 3.50/ 1st classequivalent
Board : Dhaka
Passing year : 2005

Secondary School Certificate (S.S.C)
Kishoregonj Govt. Boys' High School.
Group : Business Studies
Result : GPA- 3.56/ 1st class equivalent
Board : Dhaka
Passing Year : 2003

Special Qualification

I have Knowledge of Tally Software
I have known all kinds VAT& Tax activities.

Computer skills

Microsoft Word, Microsoft Excel, Power Point & Internet Browsing.
Operating System: Windows XP, Windows 7.

Personal Skills

Language Communication

Fluency both in Bengali &English.
Comfortable written and speaking both in Bengali &English.

Personal Detail

Father's Name	:	Gokul Chanda Ghosh
Mother's Name	:	Arati Rani Ghosh
Permanent Address	:	House #1299, Batrish,Natunpully Kishorgonj.
Date of Birth	:	January 31,1988
Religion	:	Hindu
Nationality	:	Bangladeshi (bybirth)
Marital Status	:	Single
Blood Group	:	B ^(+ve)

Personal Interests

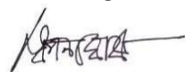
Drawing, Photography, Reading Literature & Traveling.

References

Md. Azim
Specialist, VAT & Tax
ATEC Australia International Ltd
Banani,Dhaka-1208.
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Md. Daud Faraizy
Manager- VAT
CEAT A.K Khan Ltd
Tejgaon I/A,Dhaka-1212.
Cell : 01815-461912
E-mail:d.faraizy@yahoo.com

Best Regards



SawponChanda Ghosh