

Protik Bose (CA- CC)

Address:185 (4th Floor), Kathalagan Bazar,
Kolabagan Thana, Dhanmondi, Dhaka-1205.

Contact no: 01711 874405.

E-mail: protik.bose@yahoo.com



Career Objective

To engage in a career in the field of **Accounts & Finance, Tax and Audit** in a reputed organization applying my knowledge, skill, and experience which will allow progress in terms of expertise and innovation through exposure to new ideas and challenges for professional growth as well as growth of the company.

Career Summary

3.5 years experienced in **Annual audit** (statutory and internal audit) and **Tax accounts preparation and Documentation** of different limited companies, financial institutions, manufacturing companies & NGO's, which has added to my capability of understanding the financial operations of different organization. My experience in **Compilation of financial statements** also has given me the opportunity to close the year-end books of accounts. I was assigned as **audit supervisor** and audit team member for the audit of

- ☐ Dinajpur Textile Mills Ltd.
- ☐ Jibon Bima Corporation (JBC).
- ☐ GSP Finance Company Ltd.
- ☐ Bangladesh Institute of Bank Management (BIBM).
- ☐ Civil Aviation Authority.
- ☐ Darwani Textile Mills Ltd.
- ☐ Sadharon Bima Corporation.
- ☐ Nahid Plastic (PVT) Limited.
- ☐ Doulatpur Jute Mills Ltd.
- ☐ Bangladesh Textile Mills Corporation (BTMC).
- ☐ Dhaka City College.
- ☐ Kohinur Chemical Ltd. (PF)
- ☐ Sishu Niloy Foundation.
- ☐ Local Governance Support Project (LGSP- 2)
- ☐ United Accessories Ltd.

Position&Key Skills

Current position:

Senior Executive

Accounts & Finance

Rasti Securities Consultant Ltd.

12/1 R.K Mission Road, Dhaka- 1203.

(From 1st July 2018 to 31 December, 2018)

Key skills:

1. Preparing Financial Statements as per IFRS;
2. Preparing corporate tax accounts as per ITO-1984;
3. Preparing documentation for Tax and VAT return;
4. Conducting external and internal audit service;
5. Comply and feedback of DSE & SEC guidelines;
6. Conducting analytical review on financial statements;
7. Evaluating of Internal Control System;
10. Comprehensive knowledge of IFRS, IAS, ISA, ITO;
11. Preparation of Bank reconciliation.

CA Article ship

Having CACC (Chartered Accountancy Course Completion) from **A, Matin & Co. Chartered Accountants**; which is the oldest and renowned professional accounting, audit and advisory firm under the **Institute of Chartered Accountants of Bangladesh (ICAB)** and the close supervision of principal **Mr. Netai Chand Talukder, FCA**, vide registration no.#25262/15.

Professional Achievements

- ❑ Partly passed of Knowledge Level, Professional Stage in Chartered Accountancy under The Institute of Chartered Accountants of Bangladesh (ICAB).

Training & Conferences

- ❑ Participated in various workshops on **IFRS, ISA, Income Tax Ordinance 1984, VAT** arranged by **A. Matin & Co.** on a continuous basis;
- ❑ **MS Office & Basic Internet** under **Bangladesh Computer Council**.

Educational Qualifications

| Academic level | Passed year | Subject/ Group | Institution | Result |
|--|-------------|-------------------------|--|---|
| Masters of Business Studies (M.B.S) | 2013 | Accounting | National University (Govt. Bangla College, Dhaka) | 1st Class (65.40% Marks) |
| Bachelor of Business Studies (B.B.S) | 2012 | Accounting | National University (Azam Khan Govt. Commerce College, Khulna) | 2nd Class (58.39% Marks) |
| Higher Secondary Certificate (HSC) | 2007 | Business Studies | Jessore Board Bankra Degree College | 4.10 out of 5 |
| Secondary School Certificate (SSC) | 2005 | Business Studies | Jessore Board Bankra J.K High School | 3.94 out of 5 |

Certified Courses

| Course Title | Institution | Topics |
|---|---|---|
| Tally ERP9 | Business Software Solution Limited. 56,Purana Paltan, Dhaka. | Operation and maintains of Tally ERP9. |
| Professional Course in English | Modern Language Center, Khulna University. | Fluently Speaking with phonetic, Reading, Writing & Listening |
| Diploma in Information & Communication Technology (DICT) | Bangladesh Computer Council. | Advanced Office & Computer Operation, Programming, Networking, Hardware Engineering and Graphic Designed. |

Job Responsibilities

- ❑ Examining books of accounts and returns i.e. General ledger, Cash book, Bank book, Subsidiary ledger in supported by sufficient and relevant evidence;
- ❑ Preparation and finalization of audit and investigation report of Financial Statements along with analyzing of financial indicators and issuance of Management Letter;
- ❑ Assisting in preparation of financial statements with compliance to applicable rules and regulations and general procedure;
- ❑ Preparation of Audit Plan, Audit Program and Methodology of Accounting and Auditing as well as accounting services as a Senior Audit Supervisor or Team Leader;
- ❑ Assessment and Evaluation of Internal Control System;
- ❑ Quick absorption competence, analytical judgment applying excellence and understanding capability to cope with the challenging job;

- ☐ Combination of creative talent, technical expertise and experienced for managing auditing, taxation matters, monitoring auditing, taxation of different industries;
- ☐ Different types of report writing skill are excellent match for this job;
- ☐ Preparation of periodic and yearly financial statements in accordance with International Financial Reporting Standards (IFRS) as per applicable rules and regulations;
- ☐ Sound knowledge on various laws and regulations like Companies Act, Labor Act, Partnership Act, etc;
- ☐ Ensuring compliance on Income Tax Ordinance and rules, Value Added Tax and other related regulatory issues;
- ☐ Ability to accomplish assignments within deadline and possess flexible mentality to work under pressure.

Personal Details

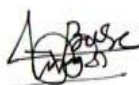
Father's name : Durga Prosad Bose
 Mother's Name : Protiva Bose
 Permanent address : Vill: Uzzalpur, P.O: S. Bankra, Upazila: Jhikorgachha, **JESSORE.**
 Date of birth : 9th January, 1991
 Nationality : Bangladeshi (by birth)
 Blood Group : O+
 Marital Status : Unmarried.
 E-Mail : protik.bose@yahoo.com

References

| | |
|---|--|
| Mr. A.K. Abdul Matin, FCA. Senior Partner & Principal | Mr. Netai Chand Talukder, FCA. Senior Partner |
| A. Matin & Co. 60/2 Naya Paltan, Dhaka. Mob: 01713 453596 Tell: 00880248318191 | A. Matin & Co. 60/2 Naya Paltan, Dhaka. Tell: 00880248318191 |

Declaration

I, the undersigned, certify that to the best of my knowledge and belief these data **correctly described me, my qualification and my experience.** If required and where applicable, this can be supported by appropriate authentic certification/papers.



.....
Protik Bose