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Sat Masjid Housing, Mohammadpur, Dhaka-1207.

24 February 2021

The Chief Executive Officer
Bit Body Bangladesh Limited
Ashulia, Savar, Dhaka.

Subject: Application for the post of “Finance and Operations Analyst”.

Dear Sir,

With due respect I am very glad to express my interest for the post of **Finance and Operations Analyst** in response to your advertisement in bdjobs.com.

After reading the job description I am convinced that my background, strong professional experience and qualifications all combined make me suitably qualified for your specific requirements. I am very confident that I can make an immediate and significant contribution to your company's operations. My key strengths that would support my success in this position include:

- Solid background in accounting, auditing, taxation and budgeting.
- Strive continually for excellence.
- Provide exceptional contributions to financial activities of the entity.
- Proven people management and supervisory skills.
- Depth knowledge of current legislative and regulatory requirements.
- Having experience on preparing Financial Statement of different RMG.

Presently, I am working as an assistant manager in **M.J. Abedin & Co.** and I have also completed my CA (CC) from that a renowned CA firm in Bangladesh which helps me to acquire a vast knowledge of accounts, finance and audit that increase my abilities not only to identify and understand companies' business nature and accounting procedures but also to develop plans about taxation matters and financial decision making to achieve business goals in time. I have indicated details of my qualifications, experience etc. in the enclosed resume for your consideration.

If this brief account of my competencies intrigues you enough to invite me for an interview then feel free to contact me at your earliest convenience.

Sincerely,



Md. Rubel Ahmed

Enclosed: Resume



MD. RUBEL AHMED

Assistant Manager – Audit, Assurance & Taxation

M.J. Abedin & Co.

Chartered Accountants

Moore Global Network Limited, U.K

CAREER OBJECTIVES

Develop a career within the accounting and finance professions emphasizing on achieving expertise in providing, researching & analyzing accounting and financial implications from organizational perspective. Availing scope and opportunities for progress in terms of expertise, skill, experiences and innovation through exposure to new ideas for leading professional growth within accounting and finance sectors.

CONTACT

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KEY COMPETENCIES

- ❖ Ability to prepare Financial Statements
- ❖ Knowledge in International Accounting Standards (IASs) and International Financial Reporting Standards (IFRSs)
- ❖ Knowledge in Income Tax Ordinance 1984
- ❖ Value Added Tax and Supplementary Duty Act of 2012
- ❖ Ability to prepare half yearly & yearly Tax & VAT Return
- ❖ Ability to develop strategic organizational objective and decision making
- ❖ Ability to conduct analytical Review on financial statements
- ❖ Establish, maintain and coordinate the implementation of accounting and accounting control procedures.
- ❖ Expertise in advanced Excel.

PROFESSIONAL EXPERIENCE

M. J. Abedin & Co. | Chartered Accountant

Assistant Manager – Audit, Assurance & Taxation

01 December 2019 – Present

Key Responsibilities:

- ❖ Preparing quarterly, half yearly and yearly Financial Statements
- ❖ Planning the audit of Financial Statements for Large to Medium size Public and Private Limited Companies
- ❖ Leading audit team and preparing audit program
- ❖ Supervising and reviewing the work of the audit team at field level
- ❖ Conducting audit reviews and facilitating audit partners on audit reports, management letters and other special reports
- ❖ Review compliance of IAS, IFRS & ISA
- ❖ Review Tax and VAT Compliance
- ❖ Preparation return of income U/S 75 and return of withholding tax under section 75A of ITO 1984
- ❖ Preparation return of U/S 108 & 108A
- ❖ Preparation of monthly VAT return and Withholding tax return
- ❖ Prepare installments of advance income tax under section 64 and section 68 of ITO 1984
- ❖ Performing tax planning & strategy for several companies and advice to client where more compliance require
- ❖ Preparing documents for the company to attend the hearing at Deputy Commissioner of Taxes (DCT)
- ❖ Advise client as to frame up the salary structure in a way so that the tax burden of excess perquisite is reduced to some extent
- ❖ Supervise yearly inventory count and prepare inventory audit reports

LANGUAGES

English 

Bengali 

Sound verbal, written and presentation skills in English & Bengali

COMPUTER KNOWLEDGE

Excellent command over MS office programs e.g. MS Word, MS Excel MS Power Point & Outlook and Google Sheets.

PROFESSIONAL SKILLS

Financial Reporting

Financial Analysis

Financial Accounting

Financial Audit

IAS & IFRS

ERP (Xero, Tally)

Microsoft Office

M J Abedin & Co. | Chartered Accountant

Article Student

01 December 2016 – 30 November 2019

During the articleship period there were lots of opportunities to conduct audits, tax operations, financial statement analysis and other managed processes of various companies such as manufacturing companies, private companies and various business organizations. **(Details in Annexure-A)**

Uttara Bank Ltd.

Internship

25 February 2016 – 24 May 2016

During the internship period, deal with customers about Foreign Exchange, Loans & Advances and General Banking.

EDUCATION

Bachelor of Business Administration (BBA) – (Professional)

Concentration: Major in Accounting

Result: CGPA 3.10 out of 4.00

Passing year: 2014 (result published in June 2016)

Dhaka City College, National University

Higher Secondary Certificate

Concentration: Business Studies

Result: GPA 3.70 out of 5.00

Passing year: 2010

Kabi Nazrul Govt. College

Dhaka Board

Secondary School Certificate

Concentration: Business Studies

Result: GPA 4.63 out of 5.00

Passing year: 2008

Ahmed Bawany Academy

Dhaka Board

TRAINING AND DEVELOPMENT

- ❖ IFRS & IAS Compliance 7 days training by Zafor Ahmed ACA.
- ❖ Participated in various workshops on Accounting, Audit, Tax, VAT, RJSC and IT issues arranged by M J Abedin & Co.
- ❖ Training on XERO & Tally
- ❖ Excel Crash Course from CFI

ACHIEVEMENT:

1st runner up of intra department quiz competition 'Fair Game-2012' organized by Dept. of Business Administration, Dhaka City College.

SIGNATURE



REFERENCE

Kamrul Abedin FCA

Partner

M.J. Abedin & Co.

Chartered Accountants

kamrul.abedin@mjabedin.com

Phone: 9666508, +8802-8629771

ATM Jasim Uddin

Senior Manager

M.J. Abedin & Co.

Chartered Accountants

jasimuddin.russel@mjabedin.com

Cell: 01912178197

Mentionable audit works performed in M.J Abedin & Co.

Industry Name	Sl.	Name of the organization	Assignments
RMG	01	Bit Body Bangladesh Ltd.	Annual audit for the year ended 31 Dec 2017 & 2019 and Taxation work for 2019
	02	Kenpark Bangladesh Apparels Ltd.	Annual audit for the year ended 31 Dec 2017, 2018 & 2019 & Taxation work for 2018 & 2019
	03	Soorty Textiles (BD) Ltd.	Annual audit for the year ended 30 Jun 2018, 2019 & 2020 and Taxation work for 2019 & 2020
	04	Regency Garments Ltd.	Annual audit for the year ended 31 Dec 2017
Bank	05	IFIC Bank Limited	External audit for the year ended 31 Dec 2018
	06	Mutual Trust Bank Limited	External audit for the year ended 31 Dec 2017
Manufacturing	07	Pubali Jute Mills Ltd.	Annual audit for the year ended 31 Dec 2019 & 2020
	08	ACI Rice Mills Ltd.	Annual audit for the year ended 30 June 2017
	09	The Kapna Tea Co. Ltd.	Annual audit for the year ended 30 June 2020
Service Organizations	10	Flagship Dhaka CEPT (BD) Ltd.	Annual audit for the year ended 31 March 2018, 2019 & 2020 and Taxation work for 2019 & 2020
	11	HDFC SinPower Ltd.	Annual audit for the year ended 31 Dec 2018 & 2019
	12	Talent Centric Ltd.	Annual audit for the year ended 31 Dec 2018
Non-Banking Financial Institution	13	Popular Life First Mutual Fund	Annual audit for the year ended 30 June 2016
	14	PHP First Mutual Fund	Annual audit for the year ended 30 June 2016
NGO's	15	Muslim Aid Bangladesh	External Audit for the year 2017
	16	Gram Bikash Kendro	External Audit for the year 2016
Absolute Assurance (Cash Incentive)	17	Rupali Bank Ltd.	Audit for the year 2015-16
	18	Mutual Trust Bank Ltd.	Audit for the year 2015-16
	19	IFIC Bank Limited.	Audit for the year 2015-16
	20	Uttara Bank Ltd.	Audit for the year 2015-16
Provident Fund	21	Soorty Textiles (BD) Ltd.	Audit for the year 2018
	22	Flagship Dhaka CEPT (BD) Ltd.	Audit for the year 2017 & 2018