



## Rabeya Sultana Tanny

### Curriculum Vitae

#### Contact Details

+8801736-388939

[tannyhfc@gmail.com](mailto:tannyhfc@gmail.com)

H # 21, R # 05, Rupnagar  
R/ A, Mirpur, Dhaka-1216.

#### Professional Expertise

- ✓ Recording financial transactions
- ✓ Financial reporting
- ✓ Financial analysis
- ✓ VAT & TAX calculation
- ✓ Team management
- ✓ Managerial decision making
- ✓ Internal audit
- ✓ External audit
- ✓ NGO audit
- ✓ Inventory management
- ✓ Fixed assets management

#### Accounting System

- ✓ Tally ERP 9
- ✓ Advance functionality of Microsoft Excel



#### Career Objective

A person who waits for opportunity of responsibilities in a competitive and challenging work environment to prove its efficiencies, effective experience, relevant knowledge and creativity in the field of accounting, auditing and management for achieving organizational objectives staying in front of the team.



#### Professional Qualification

Name of the Course : CA CC  
Articleship Period : 1<sup>st</sup> March 2018 to 28<sup>th</sup> February 2021  
Probation Period : 1<sup>st</sup> September 2017 to 28<sup>th</sup> February 2018

I have completed Chartered Accountancy Articleship under the direct supervision of **Mr. A K M Fazlul Haque FCA**, senior partner of **Hussain Farhad & Co., Chartered Accountants**, a member firm of ASNAF and authorized firm of ICAEW.



#### Professional Development & Training

- ✓ "IAS & IFRS" organized by Hussain Farhad & Co. in 2019.
- ✓ "Taxation" organized by Hussain Farhad & Co. in 2019.
- ✓ "Body Language" organized by Hussain Farhad & Co., facilitator Mr. Farhad Hussain, FCA (expert on professional training) in 2018.
- ✓ 03-days training on "Bank Audit" organized by Hussain Farhad & Co. in 2020.



#### Organizational Skills

- ✓ Time management and ability to deliver under deadlines-prioritizing on work in hand and optimum utilization of available resources.
- ✓ A highly responsible, insightful, determined and enthusiastic quick learner who possesses a considerable amount of knowledge and experience in Finance & Accounting.



## Work Experience

As an “Audit Representative” during the three and half years of my course of professional services in **Hussain Farhad & Co., Chartered Accountants**, I have worked in various financial and non-financial institutions as an internal and external auditor and acquire practical and theoretical knowledge about those types of institutions. Some instances are entailed below:

Name of organization	Nature of Company	Nature of service
Al-Arafah Islamic Bank Ltd.	Bank	External Audit
Urmi Garments Ltd.	Manufacturing	External Audit
Apex Spining & Knitting Ltd.	Manufacturing	External Audit
Apex Foods Ltd.	Processor & Exporter	External Audit
Bengal Pacific Pvt. Ltd.	Manufacturing	Internal Audit
Kallol Thai President Foods (BD) Ltd.	Manufacturing	Internal Audit
Robin Printing & Packages Ltd.	Manufacturing	Internal Audit
Progressive Life Insurance Co. Ltd.	Life Insurance	External Audit
Aakash Developments Ltd.	Real Estate	Internal Audit
Fast Track Petroleum Ltd.	Trading Company	Internal Audit
Bangladesh Nari Pragati Sangha	NGO	External Audit
Sanchayita Concord Owner’s Association	Association	Accounting Service
Dhaka Trade Builders	Trading Company	Special Audit
MAN Enterprise	Contractor	Special Audit



## Academic Qualification

Degree	Major/ Division	Board/ University	Passing Year	Result
BBA	Accounting	National University	2015	3.33 out of 4
HSC	Business Studies	Barishal	2011	5 out of 5
SSC	Business Studies	Barishal	2009	5 out of 5

## IT & Computer Skills

MS Word  
MS Excel  
MS PowerPoint

Full  
professional  
proficiency

## Language Skills

Bengali  
English

Native or bilingual  
proficiency

Professional working  
proficiency



## Personal Information

Father's Name : Jafarullah Miazi  
Mother's Name : Sultana Razia  
Date of Birth : 18<sup>th</sup> November 1994  
Nationality : Bangladeshi  
Religion : Muslim  
Gender : Female  
Marital Status : Unmarried  
Blood Group : B+ (ve)  
NID Number : 3727006789  
Passport No : EB0414464  
Permanent Address : Vill.: Badarpur, PO: Patarhat, PS: Mehendigonj, Dist.: Barishal.



## Reference

**Mr. M Farhad Hussain, FCA**  
Managing Partner  
**Hussain Farhad & Co.**  
*Chartered Accountants*  
House # 15, Road # 12, Block # F, Niketon,  
Gulshan-1, Dhaka-1212.  
Cell: +02-8836015-7  
E-mail: [farhad@hfc-bd.com](mailto:farhad@hfc-bd.com)

**Mr. A.K.M Fazlul Haque FCA**  
Senior Partner  
**Hussain Farhad & Co.**  
*Chartered Accountants*  
House # 15, Road # 12, Block # F, Niketon,  
Gulshan-1, Dhaka-1212.  
Cell: +8801768-747623  
E-mail: [fhbiplob@hfc-bd.com](mailto:fhbiplob@hfc-bd.com)



## Declaration

I hereby declare that the above mentioned information is correct, up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

September 10, 2021

**Rabeya Sultana Tanny**  
Signature & Date