

Md. Ashraful Alam Saon

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15 September, 2019

Hiring Manager

Bangladesh Honda Private Limited

Crystal Palace (12th Floor), House # 22, Road # 140,
Gulshan-1, Dhaka 1212, Bangladesh

Dear Sir

I am thrilled to be applying for the recently circulated position of "*Executive-Budget*" in Finance & Accounts (F&A) division of Bangladesh Honda Private Limited. Having gone through the required responsibilities annexed to this position and as being an energetic and fervent individual who has keen to learn and perform in the field of finance, accounting and taxation, it is with the utmost confidence that I would make quite a bargain in fulfilling the required responsibilities of mentioned field. I find myself apt for this role as I have 3.5 (three) years of in-depth practical experience working with the finance, accounting and taxation and practices of my clientele, all being multinational and local corporations, at my current organization.

I am currently serving as a "Senior Assistant Manager" in the Taxation and Corporate Affairs department of one of the biggest accountancy firms of the country, ACNABIN Chartered Accountants. Now, I would like to step it up a notch, and get involved with a corporate giant in its industry. I believe *Honda* will act as a bridge to achieve my aspirations. Please bear with me as I share some insights on my life that cannot be reflected in a generic résumé.

I started my chartered accountancy career in ACNABIN under the Institute of Chartered Accountants of Bangladesh (ICAB) back in 2016 just after obtaining MBA major in Accounting & Information Systems from Jagannath University. My work involved handling the finances, accounting conforming the application of relevant IAS & IFRS of my assigned clientele, including overseeing their day-to-day operations, advising on tax and VAT deduction on transactions, filing monthly returns to regulatory authorities, filing annual corporate tax return etc. I am so opportune that I have to work on behalf of the client as assisting and advising on preparation of financial statements as per requirements of regulatory authorities and taxation matters that help me to learn enormously how an accounting systems and analysis of the performance of corporate house works. Even I, in collaboration with client, have to fulfil the requirements of statutory auditors that helps to learn preparing budgetary control, performance analysis considering key performance indicators, noncurrent assets management, analyzing financial statements using the tools like ratio analysis and fulfilling the reporting requirement of top tier management and statutory authorities like NBR, Bangladesh Bank, RJSC. Concurrently, I have to also study and pass my chartered accountancy modules. I have completed certificate level within 2 attempt, considered as good result in accountancy profession and 2 modules out of 7 modules of professional level.

Lastly, I believe I possess the expertise and knowledge to take good care of the financial, accounting and taxation issues considering the budgeting and reporting of *Bangladesh Honda Private Limited*. I eagerly look forward to hearing from you and blossoming our partnership into an effective collaboration.

Kind regards

Ashraful Saon

Enclosed: Résumé

Md. Ashraful Alam Saon

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Objective:

Seeking to leverage my taxation, finance, accounting and auditing expertise and 3.5+ years of in-depth experience and knowledge grabbed on the expedition to be a Partly Qualified Chartered Accountant along with MBA in Accounting & Information Systems (AIS) in your company by securing a management position.

Professional Qualifications:

- ❖ **ACA Candidate:** Certificate Level (erstwhile Knowledge Level) and 2 (Two) modules out of 7 (Seven) modules of Professional Level (erstwhile Application Level) completed ACA Candidate of the Institute of Chartered Accountants of Bangladesh (ICAB).
- ❖ **Income Tax Practitioner (ITP):** Registered as ITP by National Board of Revenue (NBR) as per Rule-37 of the Income Tax Rules 1984 vide reg. no # 7014/2017.
- ❖ **CA Articleship:** 3 (three) years CA articleship commencing from 31 March 2016 to 30 March 2019 under the supervision of **Mr. Mohammad Nurun Nabi, FCA** with **ACNABIN** Chartered Accountants, an Independent member firm of **Baker Tilly International**. Achieved **Syful Shamsul Alam Articled Students Scholarship** of the ICAB.

Job experiences:

As a "**Senior Assistant Manager**" in the Taxation and Corporate Affairs department of ACNABIN, I have the responsibilities of the following tasks:

- ❖ Assisting client to apply accounting and reporting concepts, ethical issues and IAS and IFRS to specified single entity or group scenarios.
- ❖ Supervising a team of 6-7 member to accomplish the assigned job regarding accounting and taxation within predetermined timeframe.
- ❖ Providing time to time taxation (direct tax and indirect tax) related opinion in accordance with the Income Tax Ordinance (ITO) 1984, the Value Added Tax (VAT) Act 2012, the Value Added Tax (VAT) rules 2016 relevant Statutory Rules and Orders (SROs) and General Orders (GO);
- ❖ Providing opinion to legally minimize tax liabilities of client's business through informed application of tax laws and regulations.
- ❖ Computing withholding tax liabilities as per relevant sections of Income Tax Ordinance (ITO) 1984 and complied the following procedures accordingly
- ❖ Ensuring legal compliance related BIDA, NBR, Bangladesh Bank, RJSC and other concerned authorities for Branch office, Liaison office of foreign companies.
- ❖ Establishing appropriate system or processes in client's business for tax risk management.
- ❖ Preparing and filing of income tax return along with relevant schedules and following up income tax assessment procedures for corporate entities and individuals according to laws & regulations;
- ❖ Preparing and filing withholding income tax return under section 75A, statement of international transactions under section 107EE of the Income Tax Ordinance, 1984 with the tax authority;
- ❖ Advising on framing up of salary structure and computing the amount of income tax to be deducted monthly from the salary of the employees (both local and expatriate) of the company (client);
- ❖ Conducting computation of VAT liability of the company, preparing monthly VAT Return along with relevant schedules and challans;
- ❖ Assisting and preparation of management reports regarding the efficiency and effectiveness of the system of internal controls.
- ❖ Conducting the client meeting to serve the requirements pertaining to direct and indirect tax.

Trainings:

It is a substantial opportunity for me to attend some top-tier training program organized by the Quality Assurance Team (QAT) and partner of concerned team of ACNABIN Chartered Accountants to boost up my professional competencies and the summary of that trainings is as follows:

Scope of training	Conducted by
Application of accounting and reporting concepts, ethical issues and IAS & IFRS to specified single entity or group scenarios.	Mr. Mahmudur Rahman FCA Mr. Md. Mahedi Hasan ACA
Understanding of the critical aspects of managing an assurance engagement: acceptance, planning, managing, concluding and reporting.	Mr. Md. Mahedi Hasan ACA Mr. Bhola Nath Kundu ACA
Compliance issues for business entities and individuals in the adherence to regulations surrounding taxation (direct and indirect tax).	Mr. Md. Reajul Islam, FCA Mr. Mezanoor Rahman FCA

Core Business competencies:

Derived the following business competencies on the way of pursuing my professional degrees.

- Financial accounting & reporting
- Corporate governance
- Budget & Variance Analysis
- Management accounting
- Investment appraisal
- Performance Analysis
- Taxation accounting
- Legal compliance
- Business Strategy

Skills:

- ❖ **Soft Skill:** Communication, teamwork, negotiation, leadership, time management.
- ❖ **Technical Skill:** Sound in Microsoft Office (Word, Excel, PowerPoint, Outlook), E-mailing, used to work under LAN network.
- ❖ **Language:** Professional working proficiency in both English and Bengali.

Academic Information:

Exam Title	Concentration /Major	Institute	Result	Year	Remarks
MBA	Accounting & Information Systems	Jagannath University, Dhaka	3.58 out of 4.00	2014	Internship in ACNABIN and report titled "Audit Procedures: An empirical study on ACNABIN Chartered Accountants"
BBA	Accounting & Information Systems	Jagannath University, Dhaka	3.54 out of 4.00	2013	Internship in EXIM Bank and report on "Financial Performance and Compliance Analysis of BAS & BFRS: A Study on EXIM Bank Ltd"
HSC	Business Studies	Govt. Syed Hatem Ali College	5.00 out of 5.00	2008	Barishal Zilla Parishad Scholarship
SSC	Business Studies	Charhogla Secondary School	4.94 out of 5.00	2006	Barishal Education Board Scholarship

Personal details:

Son of Mr. Md. Shajahan Negaban, a retired high school teacher and Mrs Farida Yasmin and the day of birth is 1st October 1990. I'm a Bangladeshi national having NID # 9117358607 and a practicing Muslim.

Reference (s):

Mr. Md. Emran Hossain, FCA

General Manager, Finance & Accounts
IFAD Multiproducts Limited
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Mr. Ferdous Elahi, ACA

Manager, Finance & Accounts
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