

RESUME OF
TWSIF TANVIR TANOY
CA-CC, Professional Level
(Total 1300 Marks completed out of 1700 Marks)
MBS in Management
42/Ka, Purba Tajturi Bazar, Tejgaon, Dhaka.
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CAREER OBJECTIVE

Now I am looking for such an org where I can utilize my academic knowledge and professional expertise to reach my career goal. I intend to work in a challenging and competitive environment where strong sense of responsibility and commitment required.

And also I am willing to give total support to the organization with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits as well as while concurrently upgrading my skill and knowledge and to obtain desired position in an organization where I can accomplish my responsibility in line with integrity, objectivity, accountability and professionalism.

EMPLOYMENT HISTORY

Total Year of Experience: 4 Year (s)

1. Accounts & Admin Officer (January 15, 2018 - Continuing)

Astha IT Research & Consultancy Ltd.

Company Location: 9, Siddeshwari, Santinagar, Ranma, Dhaka

Department: Accounts & Admin Department

Duties/Responsibilities:

- Ensure smooth preparation, analysis and interpretation of financial statement of the company monthly, quarterly & annually and submit to the management.
- Take the responsibility of company's Income Tax, TDS and VAT related matters. Also handle income tax return of employees.
- Monitor, Supervise & Control overall HR, Admin & Compliance issue of the company

2. Audit Manager (August 1, 2017 - January 14, 2018)

A. Matin & Co., Chartered Accountants

Company Location: 60 Naya Paltan, Dhaka

Department: Audit & Taxation

Duties/Responsibilities:

- Formulating professional development and educational plans for junior staff members, Planning and allocating resources and individuals in accordance with skills and schedules, Supervise audit staff

PROFESSIONAL QUALIFICATION

Institute of Chartered Accountants of Bangladesh (ICAB):

Certificate Level Passed & Professional Level 600 Marks Completed.

(Total 1300 Marks completed out of 1700 Marks)

Chartered Accountant Course:

Principal: Mr. A.K. Abdul Matin, FCA

Partner, A. Matin & Co., Chartered Accountants

Probation Period: 10th April 2014 to 31st July 2014

Articleship Period: 01st August 2014 to 31st July 2017

Income Tax Practitioner (ITP):

Successfully obtained Income Tax Practitioner (ITP) certificate from the National Board of Revenue (NBR) of Bangladesh in accordance with Section 174(2)(f) of the Income Tax Ordinance 1984 and Rule 37 of the Income Tax Rules 1984.

EDUCATIONAL QUALIFICATION

Masters of Business Studies (M.B.S) Major in Management National University Dhaka College, Dhaka Result: First Class Marks Obtained: 64% Passing year: 2012 Result Published: 2016	Bachelor of Business Studies (B.B.S) Major in Management National University Kushtia Govt. College, Kushtia Result: First Class Marks Obtained: 67% Passing year: 2011 Result Published: 2014
Higher Secondary Certificate (H.S.C) Kushtia Govt. College, Kushtia Group: Business Studies GPA: 3.40 in a scale of 5.00 Passing year: 2007	Secondary School Certificate (S.S.C) Kushtia Zilla School, Kushtia Group: Business Studies GPA: 3.56 in a scale of 5.00 Passing year: 2005

TRAINING SUMMARY

Training Title	Topic	Institute	Country	Location	Year	Duration
Tally. ERP 9	Gateway of tally, Payroll Features & Data management, Advance Inventory & Accounting features, Ratio Analysis, Reports & MIS.	Business Software Solution Ltd.	Bangladesh	Sakh Center (6th Floor), 56 Purana Palton, Dhaka	2017	1 Month
Computer Training	MS Word, MS Excel, Publisher, Photoshop, Illustrator, Multimedia & Internet	Department of Social Services	Bangladesh	Kushtia	2010	6 Month

LANGUAGE EFFICIENCY

Language	Reading	Writing	Understanding	Speaking
Bengali	Native	Native	Native	Native
English	Best	Good	Best	Good

BIOGRAPHICAL INFORMATION

Name : Twsif Tanvir Tanoy
 Father's Name : Mofidul Haque
 Mother's Name : Farida Yeasmin
 Permanent Address : Village: Khandhakbaria, P.O.: Mirpur, P.S.: Mirpur, District: Kushtia.
 Date of Birth : November 21, 1990
 National ID No. : 19905029409000004
 Gender : Male
 Marital Status : Married
 Blood Group : A+ (positive)
 Religion : Islam
 Nationality : Bangladeshi by birth
 Hobby : Playing Cricket, Reading Newspaper and Travelling.

KEY COMPETENCIES

- Knowledge in International Accounting Standards and International Financial Reporting Standards;
- Knowledge in Bangladesh Standard on Auditing (BSA);
- Knowledge in Income Tax Ordinance and Rules;
- Ability to conduct analytical review of financial statements;
- Familiar with internal control requirements at different environments, local regulatory with respect to accounting, record keeping and property management system, travel policy, procurement and outsourcing activities;
- Ability to work in team environment;
- Expert knowledge in compliance and implementation of International Accounting Standards and Practice in various organizations;
- Reliable and trustworthy, with a strong work ethic and values;
- Ability to develop strategic organizational objective and decision making.

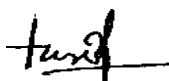
REFERENCES

Mr. A. K. Abdul Matin FCA
Managing Partner
A. Matin & Co. Chartered Accountants
60/2 Naya Paltan (1st floor) Dhaka-1000.
Phone (office): +880-2- 8318191
Mobile: 01713-453596
E-mail: akmatinmatin@yahoo.com

Mr. Netai Chand Talukdar FCA
Partner
A. Matin & Co. Chartered Accountants
60/2 Naya Paltan (1st floor), Dhaka-1000.
Phone (office): +880-2- 8318191

DECLARATION

I, the undersigned, certify that to the best of my knowledge and belief, the above mentioned information are correct & present my qualification & experience. If required & where applicable, this can be supported by appropriate authentic certificates/papers.



Twsif Tanvir Tanoy