

Md. Murad Hossain



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House - 8, Road - 08, Block - A,
Section - 10, Mirpur,
Dhaka - 1216

EDUCATION

2015

Bachelor of Business
Administration (BBA):
Finance - Bangladesh
University of Business &
Technology, Dhaka
CGPA - 3.92 (4.00)

2009

Higher Secondary
Certificate (HSC):
Business Studies –
Char Kalay Khan Adarsha
Collage, Barisal
GPA - 4.30 (5.00)

2007

Secondary School
Certificate (SSC):
Business Studies -
Laxmipur Secondary School,
Barisal
GPA - 4.13 (5.00)

PERSONAL SUMMARY

I am working as an Assistant Manager at M.J. Abedin & Co., Chartered Accountants. I have completed my Articleship (CA-CC) from same firm. I have passed Professional Stage Knowledge Level in the examination of "The Institute of Chartered Accountants of Bangladesh (ICAB)". I have also completed my graduation on Finance from Bangladesh University of Business & Technology with CGPA 3.92 (scale of 4.00). As a professional in accounting background, I want to pursue a dynamic and challenging career with an organization of repute and incorporating own goals with the organizations, so as to become a catalyst in each other's growth.

PROFESSIONAL EXPERIENCE

ASSISTANT MANAGER

M. J. Abedin & Co., Chartered Accountants | 1st January 2019 to Current

Key duties of my position are providing auditing and other accounting service to the clients on behalf of the firm in compliance with ISA, IFRS and other related local laws and regulations.

Key Responsibilities

- Planning the audit;
- Supervising the audit team;
- Maintaining regular client communication;
- Reporting to the respective Partner;
- Preparation of Auditor's Report.

INTERNEE

Prime Bank Limited | 17th November 2014 to 16th February 2015

As an internee I have assist in work of other employees to gather relevant knowledge needed for the preparation of report on respecified topic.

Key Responsibilities

- Assisting in preparation of customer loan file;
- Checking security documents for loan like Land deed;
- Assisting in recovery of loan;
- Providing reminder to customers as part of loan recovery;
- Assisting in general banking task like preparation of pay order, issuance of cheque book.

KEY SKILLS

- Microsoft Office (Word, Excel, PowerPoint).
- Proficient in using different accounting software like ERP (Oracle, Tally).
- Preparation of interim and annual financial statements in accordance with International Financial Reporting Standards (IFRS) and as per applicable rules and regulations;
- Preparation and finalization of audit and investigation report of Financial Statements along with analysing of financial indicators and issuance of Management Letter in accordance with International Standards of Auditing (ISA).
- Preparation of tax file.
- Sound knowledge on various laws and regulations like Companies Act 1994, Income Tax Ordinance 1984.
- Examining and preparation of books of accounts and returns i.e. General ledger, Cash book, Bank book, Subsidiary ledger in supported by sufficient and relevant evidence;
- Assessment and evaluation of Internal Control System.

PROFESSIONAL QUALIFICATIONS

CHARTERED ACCOUNTANT (CA) | PARTLY QUALIFIED:

Under registration of The Institute of Chartered Accountants of Bangladesh (ICAB) and passed 900 marks out of 1700 marks.

CA Level	Status	Marks
Knowledge Level	Qualified	700
Professional Level	Partly Qualified	200

CA ARTICLESHIP:

I have completed my 3 years CA-CC (Chartered Accountancy Course Complete) on 31 December 2018 from **M. J. Abedin & Co., Chartered Accountants**, which is one of the oldest and most renowned professional accounting, audit and advisory firms in Bangladesh, under the close supervision of Principal **Mr. Hanif Mahmud, FCA**. Moreover, the firm is an independent member firm of **Moore Stephens International Limited, U.K.**

Name of some organizations for whom I have performed audit and consultancy services on behalf of the firm are given below:

- Standard Chartered Bank
- Mutual Trust Bank Ltd.
- Uttara Bank Ltd.
- Prime Insurance Company Ltd., Republic Insurance Company Ltd. and Federal Insurance Company Ltd. (Special Audit assigned by IDRA)
- ACI Pure Flour Ltd.
- ACI Foods Ltd.
- Soorty Textiles (BD) Ltd.
- Flagship Dhaka CETP (BD) Ltd.
- Nita Company Ltd.
- DCW (Deft Child Worldwide) - SI-DCYP Project, (Reported to Moore Stephens International Ltd., UK)
- Community Action for Child Protection from Violence [CACPV] (A project of FPAB funded by EU)
- Ibrahim Cardiac Hospital & Research Institute
- Bangladesh Diabetic Foundation
- National Healthcare Network
- Ibrahim Medical College
- Trade Clippers Cargo Ltd.

LANGUAGE

- Bengali as native language;
- Very good communication and working skill in English.

INTERESTS

I like to explore new place, meeting new people and making friendship with them. Some area of my interest are given below:

- Playing cricket, football and chess;
- Traveling;
- Cycling;

PERSONAL DETAILS

Father's Name : Md. Abdul Mazid
Mother's Name : Masuma Begam
Date of Birth : 30th January, 1992
Permanent Address : Village- Charmalia, UP- Sofipur, Post Office- Sonamoddin Bandar, Upazila- Muladi, District- Barisal
Nationality : Bangladeshi
Religion : Islam
Blood Group : AB+
Height : 5' 9"
Marital Status : Married
NID Number : 7761143796

REFERENCES

1. Professional Reference

Kamrul Abedin FCA

Partner

M. J. Abedin & Co.| Chartered Accountants

National Plaza (3rd Floor), 109 Bir Uttam C. R. Dutta Road, Dhaka-1205

☎ +8801713-035677

✉ mjabedinbd@gmail.com

2. Personal Reference

Kazi Mujahid-ul-Islam ACA

Finance Manager

PricewaterhouseCoopers (PWC)

11th floor, Laila Tower 8, Gulshan Avenue, Gulshan I, Dhaka-1212

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✉ k.rohan84@gmail.com

DECLARATION

I, the signed, certify that, to the best of my knowledge and belief, these data correctly describe me, my qualification and my experience.

SIGNATURE



Md. Murad Hossain