

Md. Abu Sayem

Vill: Bhuighar, Holding: 157, Road: 02, Block: A (West Para),
Post Office: Kutubpur, Upazila: Fatulla, District: Narayanganj.
Mobile: +8801517094696
E-mail: md.abusayem221@gmail.com



CAREER OBJECTIVE

To work a finance & Accounts team of a reputed organization, where my educational and technical skills and experience will be utilized, valued and recognized and I can further grow my professional skills and knowledge.

SUMMARY OF SKILLS:

- Extensive experience in team-oriented projects and presentations.
- Capable of performing in depth business research and analysis and preparing writing deliverables.
- Proven skills in analytical thinking, problem solving, and conflict resolution.
- Able to pick-up new concepts quickly and self-motivated to learn.

PROFESSIONAL QUALIFICATION

Completed Chartered Accountancy (C.A) Article ship courses for 3 years from 01 January, 2018 to 31 December, 2020 with Chowdhury Hossain Rashid & Co, Chartered Accountants, and Dhaka under close supervision of **Mr. Mohammad Hamidur Rashid, FCA** partner of **Chowdhury Hossain Rashid & Co.**

ACADEMIC QUALIFICATION

- 2015** **Bachelor of Business Administration (BBA)** from Daffodil Institute of Information Technology (DIIT), under National University *securing GPA 3.19 out of 4.00.*
- 2010** **Higher Secondary Certificate (HSC) Examination in Business Studies** from Dania College, Dhaka *securing GPA 3.40 out of 5.00.*
- 2008** **Secondary School Certificate (SSC) Examination in Business Studies** from Barnamala High School, Dhaka *securing GPA 3.69 out of 5.00.*

TRAINING SUMMARY

Training Title	Topic	Institute	Duration	Year
Tally ERP 9	Accounts, Inventory & Payroll	Ai Software Solution Limited	4 Months	2019

PROFESSIONAL EXPERIENCE

Responsible for planning, coordinating and overall supervision, auditing and assurance assignments, drafting audit reports and finalizing financial statements of the audited entities. Some of the professional assignments involved in are enumerated below:

<u>Name of the Company</u>	<u>Work Performed</u>
▪ DAP Fertilizer Company Ltd. (Under BCIC).	Accounts Preparation
▪ Bangladesh Rural Electrification Board. (2019-2020)	Accounts Preparation
▪ Bangladesh Rural Electrification Board. (2018-2019)	Accounts Preparation
▪ AWAJ Foundation.	Accounts Preparation
▪ Unitred Fashions Limited.	Accounts Preparation
▪ Mir Telecom Limited.	Accounts Preparation
▪ SGS Bangladesh Ltd.	Staff Provident Fund
▪ The Fakhruddin Textiles Mills Limited.	Staff Provident Fund
▪ The Urmi Garments Limited.	Staff Provident Fund
▪ The UHM Ltd.	Staff Provident Fund
▪ Octivius Steel Limited.	Staff Provident Fund
▪ Mir Ceramic Limited.	Staff Provident Fund
▪ Local Government Support Project (LGSP- 3).	Accounts Preparation
▪ Uni-Global Business Limited.	Accounts Preparation
▪ Life Friendship Bangladesh.	Accounts Preparation
▪ BUET Alumni Association.	Accounts Preparation
▪ Tranzend Bangladesh.	Accounts Preparation
▪ Dost Aid Bangladesh Society.	Accounts Preparation
▪ Bangladesh Unnayan Parishad.	Accounts Preparation
▪ Global B rand. (pvt).	Accounts Preparation
▪ Citizan Enterprise Limited.	Accounts Preparation
▪ Shampur Sugarmills Limited.	Accounts Preparation
▪ Bangladesh Scouts.	Accounts Preparation
▪ Jagorani Chakra Foundation.	Accounts Preparation
▪ Newage Textiles Limited.	Statutory Audit
▪ Newage Accessories Limited.	Statutory Audit
▪ Newage Plastics Limited.	Statutory Audit

KEY QUALIFICATIONS

- Working knowledge in IFRS (International Financial Reporting Standards);
- Knowledge on Income Tax Ordinance 1984, Value Added Tax (VAT) Act 1991, Companies Act 1994, Bank Companies Act 1991, Financial Institutions Act 1993, Securities and Exchange Ordinance, 1969 and Business Laws;
- 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;
- Physical verification of inventory and analysis
- Factory expense i.e. Payroll, wages etc. analysis

COMPUTER KNOWLEDGE

Office Application : MS Word, MS Excel, and MS PowerPoint, Access,
Internet : Internet Browsing & Email corresponding and other software in use.

OTHERS

Language Proficiency : Have an excellent command & Knowledge in Bengali & English both
Oral and written.

PERSONAL DETAILS

Father : Md. Tabdil Hossain
Mother : Amina Begum
Date of Birth : 12.10.1993
Place of Birth : Narayanganj
Religion : Islam
Marital Status : UnMarried
Nationality : Bangladeshi by birth

PERMANENT ADDRESS

Village- Bhuighar, Holding-157, Road-2,Block-A, (West Para), Post Office- Kutubpur, Postcode-1421
Upzilla: Fatulla, District: Narayanganj

REFERENCES

Mr. Mohammad Hamidur Rashid FCA
Partner
Chowdhury Hossain Rashid & Co.
Chartered Accountants
Cell Phone : 01711-563058
Email: mhrofchr@gmail.com

Md. Ekramul Millat
CA(CC),ITP,EMBA
Member Dhaka Taxes Bar Association
Manager Income Tax & Audit
Cell Phone : 01711-070884
Email: ekramulmillat@yahoo.com

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