



# SUMON PAUL

Rampura, Dhaka | [sumonpaul106@gmail.com](mailto:sumonpaul106@gmail.com) | +8801400287774

[linkedin.com/in/sumon-paul-935228172](https://www.linkedin.com/in/sumon-paul-935228172)

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## CAREER OVERVIEW

A Chartered Accountancy- Professional level student with 3.5 years of working experience having exposure in Financial Accounting & Reporting, Treasury Management, Direct & Indirect Taxation, Budgeting, Leadership & SAP environment. Presently seeking a professional and satisfying role in a reputable company.

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## PROFESSIONAL QUALIFICATION

- Institute: The Institute of Chartered Accountants of Bangladesh (ICAB)
- Course: Chartered Accountancy
- Firm: Hussain Farhad & Co. (May'18 to Present)
- Qualified: Certificate Level | Current Level: Profession Level

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## WORK SUMMARY

**Philips Electronics Bangladesh Private Limited**     Consultant- Finance, Accounts & Taxation | May 2018 - Present, 3 Years 3 Months

I have assigned here as a consultant (F&A and Tax) under the guidance of the partners of Hussain Farhad & Co.

My scope of work included but were not limited to the followings:

- **R2R-Record to Report in SAP- FICO**
  - Preparation of annually Financial Statements (FS) for statutory Audit as per IAS, IFRS, Company Act 1994 and other applicable framework;
  - Fronting & Coordinating with the external & Internal auditors from Big 4 CA firms on the FS;
  - Preparation & Submission of quarterly Foreign Direct Investment (FDI) Reporting to Bangladesh bank;
  - Involved in the daily overseeing and management of the company financial systems and budgets;
  - Ensuring timely submission of monthly reporting to Group Reporting Team;
  - Ensuring day to day posting cost-center/profit-center wise and with proper functional units in SAP;
  - Ensuring Month end and year end closing postings (Provision, Accruals, reclassifications, Prepaid expenses realization etc.) in SAP through Black Line tool;
  - Monitoring GL movements and analyzing the variances along with Global Business Support team;
  - Conducting and coordinating monthly and yearly meeting on Balance Sheet item and material movement review with GroupR2R team;

- **P2P-Purchase to Pay**
  - Vendor Creation through OSCAR tools;
  - Coordinate with IMS team (Indirect Material & Services) to review purchase requisition;
  - Submit purchase requisition in SAP- ARIBA tool for approval;
  - Create Purchase Order in SAP;
  - Invoice posting through MIRO-SAP;
  - Coordinate with Infosys team to follow Procurement policy smoothly;
  - Maintaining GRIR accounts and following up respective stakeholder on any delayed posting;
  - Ensure timely payment as per agreed credit term in PO;
  - Maintain MIS for Purchase Orders;
- **Inter-Company Accounts – ICA**
  - Remitted outward payment against IT charges to Netherlands Calculate monthly expenses against Indent business;
  - ICA invoice posting related to recovery of Cost of organization & Commission and ensure the same are posted in counter-party books;
  - Share Inward remittance details to Bank along with Form-C;
  - Calculate expenses against Standard & Extended warranty and cross charge the same to Netherlands;
  - ICA Loan, Account Receivable & Payable reconciliation regularly;
- **Budgeting & Compliance**
  - Preparing monthly, quarterly and yearly budget;
  - Preparing Variance Analysis report;
- **Treasury**
  - Communicating & Coordinating with Citibank N.A and Standard Chartered Bank on any query by Business;
  - Letter of Credit (LCs) & Bank Guarantees (BGs);
  - Preparation of weekly cash flow budgeting and analyzing variances;
  - Making short term investment & maintaining Fixed Deposit register;
  - Managing Cash liquidity;
  - Ensuring timely Statutory payments through Citidirect tool;
- **Direct & Indirect Taxation**
  - Computation and filing of annual corporate tax return as per ITO 1984;
  - Ensuring Tax deducted at source (TDS) in compliance with ITO & providing TDS certificates to vendors;
  - Ensuring timely submission of all statements as specified in Rule-21, 18(7), 21, 23, 23A, Withholding tax return and AIT u/s 64 Quarterly;
  - Preparation of Monthly VAT return (Mushak 9.1) & issuing 6.3;
  - Confirming VDS (VAT Deduction at Source) as per VAT Act-2012 and SROs and issuing of VDS certificates (Mushak 6.6);
  - Implementation of VAT Management Software (VMS) Integrated with SAP;
  - Maintaining fiscal books related to VAT (Mushak 6.1, 6.2, 6.2.1 etc.) and timely Submission of Price declaration (Mushak 4.3)
- **HR-Human Resource**
  - Preparation of monthly salary statement along with Tax calculation;
  - Calculating incentives, leave encashments and other performance-based bonus;
  - Paying salaries to stakeholders & recording payment entries in SAP through blankline tool;
  - Maintaining Employee provident & Gratuity Fund Trusts along with arranging board meeting, investing fund & maintain books;
  - Preparation of Gratuity fund deed, Rules and get it approved by NBR;
  - Preparing Financial statement for Provident Fund Account;

- Calculate Full & Final Settlement for leaving employees;
- **C2C- Credit to Cash in SAP**
  - Recording Cheque/EFT received from customers in books (SAP);
  - Adjustment of Accounts receivable (AR) along with VDS & TDS Challans;
  - Preparation of Accounts Receivable Report monthly basis;
  - Overview the accuracy of uploaded contract in SAP;
  - Maintaining MIS of Revenue, Deferred & Accrual revenue;
  - Calculating quarterly AR provision & Bad debt and posted in SAP;
  - Aged debt analysis and review;

**Talent Centric Limited**   Internal Auditor   |   June'2021 – Present

I have deputed here as an audit senior under the guidance of the partners of Hussain Farhad & Co

- Preparation of complete set of Financial Statements for the financial year of the company in compliance with IFRS/IAS.
- Examining the financial transactions and cross-match them with required supporting documents to identify whether all policies and procedures of the company were properly followed.
- Review the process of documentation and authorization procedures and recommend changes if necessary.
- Review existing policy and procedures of the company and recommend necessary modification to enhance control, efficiency and good practice.
- Evaluation, assessment and effectiveness of internal control.

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## KEY COMPETENCIES

- Preparing Financial Statements
- Overview all financial transactions
- Treasury Management
- Extensive knowledge of SAP;
- Using ERP-09 (Tally)

## TRAINING

### Systems Applications and Products (SAP)

- SAP Implementation in Philips Bangladesh
- Duration: 60 Days in 2018
- Institute: Philips India Ltd.
- Modules: FICO & MM

### VAT Management Software (VMS) User Training

- Training Institute- UYSYS (NBR approved VAT software provider)
- Training period- 3 weeks

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## ACADEMIC BACKGROUND

National University of Bangladesh | The Master of Business Administration (MBA) | Year - 2019 to Present

- College: Bhawal Badre Alam Government College
- Major in Accounting
- CGPA:- Appeared

## National University of Bangladesh | The Bachelor of Business Administration (BBA) | Year 2014 to 2018

- College: Bhawal Badre Alam Government College
- Major in Accounting
- CGPA:- 3.46 out of 4.00

## Gazipur City College

| July 2011 - June 2013

- The Higher Secondary Certificate (HSC) in Business Studies
- GPA- 5.00 out of 5.00

## Berua A. R Khan High School

| July 2006 - June 2011

- The Secondary School Certificate (SSC) in Business Studies.
- GPA- 3.94 out of 5.00

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## PERSONAL INFORMATION

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- Father Name : Surendra Paul
- Mother Name : Maluti Paul
- Date of Birth : 10 January 1995
- Nationality : Bangladeshi (By birth)
- Religion : Hindu
- Marital Status : Single
- NID : 5514152338
- Blood Group : O+ (ve)
- Permanent Address : Nawan, Kaligonj, Gazipur.

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## WORK REFERENCES

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Mr. Rafiqul Islam

Director, Philips Electronics Bangladesh Pvt. LTD.

Email: rafiqul.islam@philips.com

Mr. Asifur Rahman FCA, ACS

Partner, Hussain Farhad & Co.

Email: asif@hfc-bd.com