

## [Cover Letter]

23.10.2019

Head of HR,  
Bangladesh Honda Pvt. Ltd.  
Dhaka, Bangladesh,

Position: – **Executive, Tax, Finance & Commercial** .

Dear HR Manager

In regards to your advertisement on the bdjobs.com website, I would like to apply for the vacant position of Executive - Tax ,Finance & Commercial at your organization.

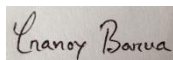
As an ACCA qualified professional with an up to date working knowledge of current accountancy practice, I feel that I possess the relevant experience and academic qualifications that you require in a candidate for this role.

My extensive experience on Rahman Rahman Huq,Chartered Accountants (KPMG Bangladesh) as an Audit senior is well documented in the following CV and has enabled me to actively participate, provide and lead in the financial and administrative operations. I also possess “can do” attitude towards problematic tasks.

My expected monthly salary of the position is BDT 85,000.

I hope you will give me the opportunity to discuss my application with you in more detail as I’m very excited at the possibility of working for your company.

Yours faithfully



**Pranoy Barua**

# Pranoy Barua

ACCA Affiliate

To obtain a challenging and dynamic position in a reputed organization where my education, experience, skills and potentials can be fully utilized towards the achievement of organizational objectives along with the personal growth in an ethical way that also serves best the society and environment as well.



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☎ +8801677281346

📍 Present address:  
312, Sk. Mujib Rd, Dewanhat, Chattogram



Permanent address:  
Ramu, Cox's Bazar

in [linkedin.com/in/Pranoy-barua-7254b8189](https://www.linkedin.com/in/Pranoy-barua-7254b8189)

## WORK EXPERIENCE

### Senior Audit Assistant

Rahman Rahman Huq, Chartered Accountants  
(KPMG in Bangladesh)

12/2015 – Present

#### Achievements/Tasks:

- Proficiently organized and performed audits based on International Standards on Auditing (ISA) and KPMG methodologies by examining financial accounts and records in light of applicable laws and regulations utilizing CAAT (Computer Assisted Audit Techniques) for optimum efficiency of firm's resources.
- Ensured compliance of IAS, IFRS, ISA, regulatory guidelines (e.g. guidelines of RJSC, Income Tax ordinance and rule, Company Act, BSEC, Bangladesh Bank, Labor Law etc.) and generally accepted accounting and auditing standards.
- Reviewed budgets and compared with actual to assess the effectiveness of the budget.
- Reviewed receipt and payment statements and assessing the organization's performance in the context of donor's requisition
- Identified key internal audit objectives, defined audit scopes, formulated strategies and plans on major business processes such as production, payroll, inventory management, debt collection, operational expenses, material consumption, cash disbursement etc. to evaluate weakness in relevant controls and aptly produced reports based on the factual findings from the procedures performed.
- Reviewed the information provided by the management and assessed the validity of data provided by the expert for valuation of fixed assets (land and buildings).
- Identified and verified direct and deemed international transactions with associate companies and individuals and assisted in deriving at arms length price for the purpose of transfer pricing.
- Successfully designed and implemented comprehensive financial database system of all listed companies in Chittagong Stock Exchange (CSE) known as CSE Chittagong Data Services in conjunction with CSE's IT and Corporate finance department.
- Conducted audit on various types of funds such as EPF, WPPF, WWF maintained by companies as per rules and regulations laid down in Labour Act 2006 and relevant Trust Deed.

#### Major Clients and Industry experience:

##### Audit & Assurance:

Chittagong Stock Exchange Limited, James Finlay Bangladesh, Karnaphuli Sportswear Ind. Ltd, Bengal Fisheries Ltd. Chittagong Ma o Shishu Hospital and Medical college, Ghashful.Youngone Padding Ltd.

##### Internal Audit ,Process Review & Risk Consulting:

Youngone Sport Shoes Ind.Ltd, CA Property Development Ltd, Royal PP Bags Ltd, Mostafa Organic Shrimp Product Ltd, Youngone Shoes Accessories Ind. Ltd, The Consolidated Tea and Land Company (Bangladesh) Ltd, Baraoora (Sylhet) Tea Company Limited and Its Associate, Univogue Garments Company Ltd.

## AREA OF EXPERTISE

Auditing

Financial and business analysis

Financial reporting

Financial management

Internal controls

Budgeting

IFRS, IAS, ISA

Financial modelling

Fixed assets valuation

Corporate finance

Credit analysis

## PERSONAL ATTRIBUTES

Skeptical

Adaptable

Team player

Integrity

Accountable

Analytical thinking

Self-motivated

Time management

## COMPUTER SKILLS

MS-Excel



MS-Word



MS-Power Point



Tally (ERP)



## LANGUAGES

Bengali

Native or Bilingual Proficiency

English

Full Professional Proficiency

## INTERESTS



Reading books



Playing Cricket



Listening to music

# Pranoy Barua

ACCA Affiliate

[Continued]

## Transfer Pricing:

Trendex Furniture Limited, Bangladesh Pou Hung Industrial Limited.

## Fund Audit:

BSRM Steels Employee Provident Fund, BSRM Steels Workers' Profit Participation Fund and Workers' Welfare Fund

## Executive - Accounts

Center for International Business Studies (CIBS)

01/2013 – 06/2014

## Achievements/Tasks

- Assist with preparation of cash budget and maintain cash controls
- Establish, maintain and reconcile the General ledger
- Preparation of bank reconciliation statements
- Process supplier invoices and issue cheques

## PROFESSIONAL QUALIFICATION



**ACCA**

Association of Chartered Certified Accountants, UK

Registration ID: 2608380

Current status: **ACCA Affiliate**

## ACADEMIC QUALIFICATION

### BSc (Hons) In Applied Accounting



Oxford Brookes University (OBU), UK

Class of 2018

**Result:** Upper Second Class Honours

### BTEC Higher National Diploma In Accounting (HND)



Scottish Qualification Authority, UK

Class of 2012

**Result:** Passed

### Higher Secondary Certificate (H.S.C)

Notre Dame College, Dhaka

Class of 2006

**CGPA:** 4.90

Group: Science

### Secondary School Certificate (S.S.C)

Ramu Khijary Model High School, Cox's Bazar

Class of 2004

**CGPA:** 5.00

Group: Science

## PERSONAL DETAILS

Name : Pranoy Barua  
Father's Name : Ranjit Barua  
Mother's Name : Shikha Barua  
Date of Birth : November 2, 1988  
Nationality : Bangladeshi  
Religion : Buddhist  
Marital Status : Unmarried  
Current Location : Chattogram

## REFERENCES

### Mr Soyeb Ahmed Chowdhury, ACA

Manager

Rahman Rahman Huq, Chartered Accountants

KPMG in Bangladesh

Cell no: +880 1675275999

[soyebchowdhury@kpmg.com](mailto:soyebchowdhury@kpmg.com)

### Mr Utpal Kanti Dey

Manager

Rahman Rahman Huq, Chartered Accountants

KPMG in Bangladesh

Cell no: +880 1711012000

[ukanti@kpmg.com](mailto:ukanti@kpmg.com)

## DOCUMENTS

All certificates and relevant documents will be provided based on requirement.