

MD RASEL

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Professional Information

OBJECTIVE : To develop my career in the field of Audit, Accounts & Finance having an advancement opportunity in a well-established and reputed local or multinational organization, through hard work, ethics, sincerity and brilliance.

SOMETHING ABOUT : I am a quick learner, self-starter, team worker, young, energetic, self-motivated, can lead and be lead, I can take challenges and responsibilities to fulfill my targets, have good sense of time, analytical Ability and creativity in profession & integrity in business behavior.

PROFESSIONAL QUALIFICATION :

CERTIFICATION	FIRM & LOCATION	INSTITUTE	REG NO.	Period
Chartered Accountants Course complete(CA-CC)	A. Matin & Co., Chartered Accountants, Dhaka.	The Institute of Chartered Accountants of Bangladesh (ICAB)	27519/16	1.11.2016 to 31.10.2019

Present Position Work's on A. Matin & Co. Chartered Accountants as an Senior Auditor.

CA ARTICLESHP : CA Articleship from 01 November 2016 to 31 October 2019 under the supervision of **Mr.AK Abdul Matin, M.Com. (FCA)** , vide registration # 27519/16 of The Institute of Chartered Accountants of Bangladesh (ICAB) with **A. Matin & Co, Chartered Accountants**.

RESPONSIBILITIES As an articulated students of A. Matin & Co. one of the leading C.A firm I have been offered chances to **DURING ARTICLESHP** gather experience with many manufacturing companies, trading Companies, Bank & educational institutions and donor agencies etc.

STATUTORY & SPECIAL AUDIT

- Preparation of audit plan, audit program and methodology of accounting and auditing as well as accounting services as a senior audit assistant or team leader;
- Assessment and evaluation of Internal Control System;
- Examining books accounts and return i.e. General ledger, cash book, Bank book, Subsidiary ledger in supported by sufficient and relevant evidence;
- Examining inventory records with physical stock count and Fixed Assets Accounts and Register with physical verification;
- Review of budget and cash flow statements, expenditure and bank accounts; and
- Preparation and finalization of audit and investigation report of Financial Statements along with analyzing of financial indicators and issuance of Management Letter.

ACCOUNTING SERVICES

- Advising & assisting in preparation and maintenance of books of accounts i.e. Ledger, Cash book, Vouchers etc. periodically;
- Assisting in preparation of financial statements with compliance to applicable rules and regulations and general procedure.

**SUMMARY OF WORK
PROFILE IN MAJOR
AUDIT EXPERIENCE**

Non-Government organizations (NGOs):

- Baptist Aid-Bangladesh Baptist Church Fellowship (BBCF)
- Social Organization of Voluntary Association (SOVA)
- Padakhep Manabik Unnayan Kendra
- Eskander Welfare Foundation (EWF)

Corporation and Government Agencies:

- World Bank Project (LGSP-2)
- World Bank Project (LGSP-3)
- Bangladesh Civil Aviation Authority
- Bangladesh Power Development Board (PDB)
- Bangladesh Freedom Fighters Welfare Trust
- Jibon Bima Corporation
- Bangladesh Submarine Cable Company Limited (BSCCL)
- Bangladesh house building finance corporation

Manufacturing Concerns

- Amin Textile Mills Ltd.
- Bengle Textile Mills Ltd.
- Darwani Textile Mills Limited
- Superme seed Company Ltd
- S-21 Apparels Ltd. Ltd.
- Mother Color Limited.
- United Accessories Ltd.

Non-Trading Organizations

- Music For Development-Integration of Deprived Children into Society
- CENTER POINT CONCORD OWNER'S SOCIETY
- Parbortta Buddha Mission (PBM)

Trading Concern

- City Know Global Development Co. LTD
- GULSHAN POINT (PVT.) LTD
- Hussain chemical complex limited.

Developers & Real Estate Concern •

- Moonstone Properties & Holdings Ltd.
- Laxmi Builders limited.

Others Concern

- Dhanmondi Law College
- Soray Jame masjid
- Surer Dhara School
- Shurer dhara college of music
- Central Women's University
- Bangladesh Literary Association
- ASA University
- M/s Mohini Auto Rice Mill
- Commonwealth of Independent States- Bangladesh Chamber of Commerce and Industry (CIS-BCCI)
- First Security Islami Capital & Investment Ltd (P.F)

In my article period, I participated in the following Training programs organized by The Institute Of Chartered Accountants Of Bangladesh "How to maintain Quality in Audit and Assurance Services".

**TRAINING PROGRAM
LINGUISTIC SKILL**

- Good command over written and spoken English and Bangla.

COMPUTER LITERACY

- Microsoft Office, Excel 2003, 2007 & 2010
- Introduction to PC & Operating System
- Sound knowledge on internet operation

Academic Information

MASTERS OF BUSINESS STUDIES (M.B.A)	Subject	: Management
	University	: National University
	Result	: 2.89
	Passing Year	: 2016
BACHELOR OF BUSINESS STUDIES (B.B.A)	Subject	: Management
	University	: National University
	Result	: 2.78
	Passing Year	: 2014
HIGHER SECONDARY SCHOOL CERTIFICATE (HSC)	Duration	: 4 Years
	Group	: Business Studies
	Result	: GPA-3.90
	Board	: Barisal
SECONDARY SCHOOL CERTIFICATE SSC(Vocational)	Year	: 2010
	Group	: Electrical
	Result	: GPA-3.86
	Board	: Dhaka
	Year	: 2008

Personal Information

PERSONAL MEMORANDA & BACKGROUND	:	Name	: Md. Rasel
	:	Father's Name	: Md. Rustum Ali
	:	Mother's Name	: Shahana Begum
	:	Date of Birth	: 10 October 1991
PERMANENT ADDRESS	:	Vill: South Kakchira, Post: Kakchira, Thana: Bamna, Dis: Barguna	
NATIONALITY	:	Bangladeshi (By Birth)	
RELIGION	:	Islam	
MARITAL STATUS	:	Single	
BLOOD GROUP	:	A(+)	
NATIONAL ID NUMBER	:	19910411971000120	
REFERENCES	:	Mr. A.K Abdul Matin, M.Com. (FCA) Principal & Managing Partner A. Matin & Co Chartered Accountants 60/2 Naya Paltan (1 st floor) Dhaka-1000. Contract no: 028318191, Mob: 01713-453596.	Mr. Netai Chand Talukder (FCA) Principal & Managing Partner A. Matin & Co Chartered Accountants 60/2 Naya Paltan (1 st floor) Dhaka-1000. Contract no: 028318191 Mob: 01711-528603.
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DECLARATION:

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



(MD RASEL)