

FIRDOUS MOHD ZEBARAL HOQUE

CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goal.

PROFESSIONAL EXPERIENCE

➤ Assistant Manager (29th July 2019 – 30th June 2021) ACNABIN Chartered Accountants

Duties/Responsibilities:

- Preparation of financial statements, analytical reviews, as necessary.
- Preparation of monthly bank reconciliations.
- Review and recommend changes in internal audit controls.
- Reconcile client general ledgers to their trial balance.
- Investigate and apply audit procedures to identified differences and reconcile items.
- Ensure compliance of regulatory guidelines and generally accepted auditing standards.
- To execute detailed audit procedures, including reviewing transactions, documents, records, reports and procedures and concluding audit tests which are sufficient in scope to support professional opinions as to the fair representation of client financial statement.
- Ensure assigned work is completed within agreed time frames and carried out per approved methodologies and standards and within agreed budgets.
- Conduct physical monthly cash counting and prepare cash management process report.
- Be the main liaison with clients, gain excellent knowledge of client's operations and a good understanding of relevant internal/external market factors to ensure the effective and timely delivery of engagements.
- Direct, coach and mentor peers and junior team members to assist them in the effective delivery of engagement services to the required high standard.
- Develop and maintain effective relationships with clients, business departments and internal teams.



PROFILE

Date of Birth: 8th September 1992

Religion: Islam

Marital Status: Single

Blood Group: O+

Nationality: Bangladeshi

Fathers Name: Mohammed

Zebaral Hoque

Mothers Name: Shahinur Begum

CONTACT

PHONE:

+88019602-99933

EMAIL:

jannat_ul@ymail.com

CURRENT ADDRESS:

House-349, Road-5, Block- F,
Bashundhara R/A, Dhaka-1229,
Bangladesh.

COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Power-point, Adobe Photoshop, PDF image customizing.

OTHER SKILLS

Communication, Research and Analysis, Leadership, Negotiation, Presentation, Quick Decision Making, Team Work, Ability to work under pressure.

LANGUAGE INFORMATION

Bangla (Native Language) & English (Proficient with Reading, Writing, Speaking)

HOBBIES

Sketching, Reading novel, magazine and articles, Traveling, Listening music, Watching movies, Learning something new and informative as well.

EDUCATION

Professional Qualification:

- ACCA (Association Chartered Certified Accountants) (2014-Present)
[Reg. ID- 2731711]
Successfully Passed 9 out of 13 Exams.
Country's Highest Scorer in Paper FM (Financial Management)
 - April 2019
Advanced Diploma in Accounting and Business
 - July 2017
Diploma in Accounting & Business
 - July 2017
Intermediate Certificate in Financial and Management Accounting
 - July 2017
Introductory Certificate in Financial and Management Accounting
 - July 2017
Foundation Diploma

Academic Qualifications:

- A-LEVELS (Science)
Sunshine Grammar School and College
January 2011–June 2012
Grades- 1D, 1E.
- O-LEVELS (Science)
Sunshine Grammar School and College
January 2010–June 2010
Grades- 2 B's, 2 C's, 1 D, 1 E.

English Proficiency Certificate

- IELTS
April 2017
Overall Band Score- 6.5
(Listening – 7.0, Speaking- 7.0, Reading – 6.0, Writing- 6.0)

REFERAL

Md. Alam Chowdhury
Business Head, Consumer Division,
T.K. Group of industries,
T.K Bhabon,
13, Kawran Bazar, Dhaka-1215,
Mobile: 01777441149,
01755607419,
Email: alam@tkgroupbd.com,
alamchy09@gmail.com

Md. Zubair Shahriar,
Sr. Executive- Accounts & Finance,
Mazada Consortium Ltd.
Plot-11, Road-33, Gulshan-1,
Dhaka, Bangladesh
Mobile: +8801672-018261
Email: saonacca@gmail.com