

CURRICULUM VITA

MD. Mujibul Haque Lotus



Mailing Address:

**House No-288 (5th Floor)
Road No: 19/C, , New DOHS
Mohakhali, Dhaka-1206,
Dhaka-1207. Bangladesh.
Mobile: +8801734332623
E-mail: lotus1988125@gmail.com**

Career Objective:

To build an admirable career in Accounts, Finance, Audit, VAT and relevant business fields where I like to work in a challenging and dynamic environment and also I am willing to give total support to the organization with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.

Professional Experience:

- Sr. Executive Accounts & Finance Admin Officer.
- From 10-Oct- 2018 and Onward
- Mazid Sons Construction Limited. (As a group Of Company)
- House No-288 (5th Floor) , Road No: 19/C, , New DOHS, Mohakhali, Dhaka-1206

Duties/Responsibilities:

1. Accounting data entry.
2. Preparation of Company's Financial Statements, Trail Balance & Ledger
3. Preparation of reconciliation (Bank, Accounts Receivable and Accounts Payable)
4. Preparation and review of financial statements.
5. Preparation of management report.
6. Tax and VAT compliance

Training History:

Total Year of Experience: 3 Years& 3 Months.

Auditor's Representative (December17, 2015– December16, 2017)

Mohammad Ata Karim & Co. Chartered Accountants. Bangladesh

Company Location: Paltan Tower (7th Floor) Suit No.706, 87, Purana Paltan Line, Dhaka-1000.

Department: Audit of Financial Statements, Tax and VAT

Duties/Responsibilities:

1. Conducting statutory audit on financial statements.
2. Preparation and review of financial statements.
3. Conducting internal audit.
4. Evaluating of internal control system.
5. Preparation of management report based on audit.
6. Preparation of audit plan work program as per requirements.
7. Supervise and review the work of the audit team members during the audit work.
8. Preparation of reconciliation (Bank, Accounts Receivable and Accounts Payable)

9. Preparation of Company's Financial Statements, Trail Balance& Ledger
10. Verification of inventory and stock and fixed assets.
11. Attend various meeting with the clients.
12. Checking of statutory compliance.
13. Tax and VAT compliance.
14. Preparation of Return of Tax and various Tax related documents of various clients.

Professional Qualification:

Completed three years Chartered Accountancy Course (CA-CC), commenced on December17, 2015 an ended-on December16, 2017 vide registration no. (16/10/84)(0066) under the supervision of Karim ASM Ataul FCA, Partner of Mohammad Ata Karim & Co., Chartered Accountants.

Certificate	Institute	Professional Stage	Status
Chartered Accountancy	Mohammad Ata Karim & Co., Chartered Accountants.Bangladesh.	Certificate Level	Passed 1 subject out of 7 subjects

Academic Qualification:

Exam Title	Concentration/ Major	Institute	Result	Passing Year	Duration
Masters of Business Studies (MBS)	Management	National University <i>Kurigram Govt. College</i>	2 nd Class	2011	1 Year
Bachelor of Business Studies (BBS)	Management	National University <i>Kurigram Govt. College</i>	2 nd Class	2010	4 Years
Higher Secondary Certificate) (HSC)	Business Studies	<i>Kurigram Mojida Adarsha Degree College</i>	3.50out of 5	2006	2 Years
Secondary School Certificate (SSC)	Science	<i>Kurigram River View High School</i>	4.40 out of 5	2004	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
CA-CC	Accounting and Auditing	Mohammad Ata Karim & Co., Chartered Accountants of Bangladesh.	Bangladesh	Dhaka	2017	3 Years
Tally ERP	Implementation of Tally ERP and working on it.	Business Software Solutions Limited	Bangladesh	Dhaka	2015	3 Month

Specialization:

Field of Specialization	Description
<ul style="list-style-type: none"> ❖ Preparation and analyses of financial statements ❖ Calculation of income tax of company and individual assessee ❖ Accounting Softwares : Tally ERP-9, Acpack, Seage,Oracle ❖ Accounting Data Entry ❖ Microsoft Excel ❖ Microsoft PowerPoint Presentation 	I have extensive practical work experience on these areas.

Personal Details:

Father's Name : Md. Shamsul Haque
Mother's Name : Mst. Lucky Begum
Date of Birth : 05 December, 1988
Gender : Male
Marital Status : married
Religion : Sunni
Nationality : Bangladeshi
National ID No : 3255826863
Passport No : BN0558836
Hobby : Playing Cricket, Reading books and Travelling.
Permanent Address: *House No:26, Road No:1/3, Vill: Mollapara, Post Office: Kurigram, Upzilla :Kurigram, Dist: Kurigram.*
Current Address : House No-288 (5th Floor) , Road No: 19/C, , New DOHS, Mohakhali, Dhaka-1206.

Reference:

<i>Md. Imran Khan Rony Senior Officer, Accounts ministry-of-local Government Engineering Department (LGED) of-Bangladesh, Motijheel, Dhaka-1000. Mobile: 01551-611984, E-mail- lotus1988125@gmail.com</i>	<i>Md. Shainur Rahaman Shain Senior Officer, Tax National Board of Revenue (NBR), Bangladesh, Dhaka-1000. Cell: 01719-283590 E-mail- lotus1988125@gmail.com</i>
---	---

Declaration:

I hereby declare that all the information given above is true and complete to the best of my knowledge. Where applicable these can be supported by appropriate authentic certificates/papers.



Md. Mujibul Haque Lotus