

Dear Sir,

I am writing to inquire about possible career opportunity at your esteemed organization. I am working as Manager of **Deloitte Bangladesh**. I have also worked with BDO and RSM international network.

I have completed my articleship from Nurul Faruk Hasan & Co, Chartered Accountants (a Member Firm of Deloitte Touche Tohmatsu Limited) one of the top ranked Chartered Accountancy firms in Bangladesh and qualified as a chartered accountant from The Institute of Chartered Accountants of Bangladesh (ICAB). I have also completed my MBS and graduation in Accounting and Information System from Jagannath University with first class 6<sup>th</sup> and 30<sup>th</sup> respectively.

Having extensive experience in financial advisory, accounting and financial reporting, employees benefit fund accounting, taxation, due diligence reviews, financial and management reviews with a good number of national & multinational companies in Bangladesh, I have developed genuine interest in building my career in Finance, Accounts, Internal Audit and Business planning with utmost sincerity and passion.

I have enclosed my resume with this letter for your kind consideration. I strongly believe a career opening with your organization would provide me with the ideal opportunity to prove myself as an efficient employee to your organization in the long run.


I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,



Md. Nayan Mia ACA  
mdnayanmia@gmail.com

## Extended curriculum vitae

Md Nayan Mia ACA		
Profile	Manager, Risk Advisory Deloitte Bangladesh	
Contact Details	169/8/C/1 West Dholairpar (Pantho Nibas) Shampur, Dhaka-1212 Bangladesh Mobile: +88 01911 950634 E-Mail: mdnayanmia@gmail.com LinkedIn: <a href="https://www.linkedin.com/in/mdnayanmia">linkedin.com/in/mdnayanmia</a>	
Summary qualifications	<b>Experienced audit and assurance professional, Risk Advisory and Financial advisory</b>  Nayan is a Manager of at Deloitte Bangladesh. He has extensive experience in audit & assurance, financial reviews, investigation, handholding of accounting functions, financial reporting and regulatory compliances. He specializes in International Financial Reporting Standards (IFRS).  He led many audit assignments as Engagement Manager for audit of various national and multinational companies. He also led internal audit engagements, including Unilever Bangladesh.  He is knowledgeable on regulatory matters (company law, Labor law, taxation law, VAT law.	
Professional background	<b>March 2018 – to date: Manager, Risk Advisory, Deloitte Bangladesh</b> <ul style="list-style-type: none"><li><b>Unilever Bangladesh Limited:</b> Central Supply Chain process review and control testing, Tea Factory procurement process and testing process review, KGF (Own) factory audit, Procurement/buying process review, sustainable supply chain due diligence of 3Ps (third party) manufacturers, Corporate Finance review, Master Data Management review, Brand Building process review, Customer development process review, Capital Expenditure process review.</li><li><b>Brac EPL Stock Brokerage Limited:</b> Review of companies’ overall operation, margin loan lending process, adjustment of margin loan, fees and charges to portfolio clients in compliance with BSEC, stock exchanges laws, regulations and guideline/circular/instruction; The review of all operation including procurement both goods along with fixed assets and services including office rent agreement, appointment of staff, appointment of any legal consultant and all;</li><li><b>Pathao Limited:</b> Financial and process review of the company and state of compliances of applicable rules &amp; regulations, policies &amp; procedures, local laws. Process review include the processes followed by the Pathao Limited and internal control system in place.</li><li><b>Microsoft Bangladesh Limited:</b> Statutory audit</li><li><b>United Finance Limited:</b> Statutory audit assignment</li><li><b>Camellia Plc:</b> Group audit review</li><li><b>Bangladesh Industrial Finance Company Limited:</b> Special audit assignment on order from High Court.</li></ul>	

## Md Nayan Mia ACA

### **April 2016– February 2018: Deputy Manager,**

#### **Financial review and due diligence**

- Mir Akhter Hossain Limited (A construction Company): Special assignment of financial and process review of the organization.
- Momen Real Estates Limited ( A construction Company): Special review of the procurement process and business process along with control system of the company
- Meghnaghat Power limited (450 MW power plant): Special assignment to review the customs and Tax, VD and SD charges with compliance of Govt. rules and policies and customs act.
- Oxfam GB : Review of the Environmental Project of the Organization.
- Marie Stopes Bangladesh: Due diligence review of the organizations and internal control system review
- Save the Children : Due diligence review of the organizations and internal control system review

### **April 2014– March 2016: Assistant Manager**

#### **Business Process Solution Services and Internal audit:**

- EPIC Group: Providing accounting service for the provident fund management and investment decision analysis services.
- Unilever Bangladesh Ltd: Closing Stock reconciliation and verification reporting services.
- Marico Bangladesh Ltd: Closing Stock reconciliation and verification reporting services.
- Coca-Cola Bangladesh Limited: Providing bookkeeping and accounting, compliance of tax and VAT, regulatory reporting and management reporting as a matter of complete handholding of accounting functions.
- Gerico Bangladesh Agro Industrial Construction Ltd. (A French Company): Providing Accounting and bookkeeping services, compliance of Tax and VAT and regulatory reporting services.
- Ver se Innovation Limited (An Indian Company): Providing Accounting and bookkeeping services, compliance of Tax and VAT and regulatory reporting services
- Yonder Music Bangladesh Limited (An American Company): Providing Accounting and bookkeeping services, compliance of Tax and VAT and regulatory reporting services
- Telenor International Centre AS, Bangladesh Liaison Office
- ACCA Bangladesh : Providing Accounting and bookkeeping services, compliance of Tax and VAT and regulatory reporting services
- HSBC Bank: Providing accounting service for the provident fund management and investment decision analysis services.
- Linde Bangladesh
- Elanco Bangladesh Limited
- Nokia Solutions and Networks Bangladesh Limited

### **January 2011– March 2014: Audit Assistant**

#### **Audit and Assurance Department: Statutory Audit**

- Germanischer Lloyd Bangladesh Limited (a German multinational company)
- Consumer Knitting Ltd.(a joint venture Danish company)
- Insurance and Development Regulatory Authority (IDRA)
- Enovell Bangladesh Limited (a Chinese company)
- Industrial Hand Protection Limited
- Huawei Technologies (Bangladesh) Ltd.

## Md Nayan Mia ACA

<b>Skills and Training</b>	2020- IFRSs, IASs, ISAs and Ethics Training by DELOITTE 2020- SAP module skills 2019- QuickBooks software 2016- APT software training by BDO 2014- Tally software, Benipac, Troyee
<b>Professional qualifications</b>	2017 – Chartered Accountant and an Associate Member of the Institute of Chartered Accountants of Bangladesh (ICAB).
<b>Academic Qualification</b>	2009 – MBS in Accounting & Information Systems from the Jagannath University, Dhaka, Bangladesh. First Class 6 <sup>th</sup> 2008 – BBS Honours in Accounting & Information Systems from the Jagannath University, Dhaka, Bangladesh First Class 30 <sup>th</sup> 2004- HSC under Business studies group from Govt. Shahid Sohrwardi college, Dhaka. CGPA 4.70 out of 5 2002- SSC under Business studies group from Dolairpar Dimokhi High School, Dhaka. CGPA 4.25 out of 5
<b>Extracurricular Activity</b>	Founder Convener of BADHAN (A voluntary blood donor organization) of Jagannath University, Dhaka. Executive committee Member of Badhan Foundation
<b>Languages</b>	Bangla: mother tongue English: fluent
<b>Personal Information</b>	Father's Name : Md. Mokbul Bapary Mother's Name : Nilufa Akhter Date of Birth : 31 December 1987 Permanent address : Vill: Rarikandhi, P.O: Kajiarchor, P.S: Jajira ,Sariothpur Religion : Islam Marital Status : Married Nationality : Bangladeshi National ID : 9143278167