



MD. ROWNACK ALI KHAN CA (CC)

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Career Summary:

1/1/15 to till Now:

Audit Manager, Toha Khan Zaman & Co.

02/11/13 to 31/12/14:

I was working at Anowar Tannery Pvt. Ltd. as Chief Auditor and Accounts Consultant in Dhaka.

From 09/11/09 to 23/10/2013:

I was working at Health Care Development Project of Bangladesh Diabetic Society (BADAS known as BIREDM) as "Asst. Director Accounts".

From 12/02/09 to 07/11/09:

I was working at Kazi Farms Group as "Asst. Manager Audit".

From 01/02/04 to 30/06/05:

I was working at Apparel Village Ltd. a

Special Qualification:

CA (CC)

Employment History:

Total Year of Experience: 9.6 Year(s)

1. Audit Manager (January 01, 2015 - Continuing)

Toha Khan Zaman & Co.(Chartered Accountants)

Company Location : 6 A Rahbar Tower Annex, 77-78 Janata Housing Society, Ring Road, Adabor Dhaka-1207. Department: Audit & Administration.

Duties/Responsibilities:

- Help the management for assuring cost control and internal Control.
- Verify and assisting in preparation of financial statements with compliance to applicable rules and regulations and general procedures.
- Assuring the authority for effective internal control system of finance and accounts department.
- Review the implementation of budget and cash flow statements
- Tax and VAT calculation and take necessary steps through discussion with the authority.

- Verify & Advising in preparation and maintenance of books of accounts i.e. ledger, cash book, bank book, vouchers, register, reconciliation statement etc. based on sufficient and relevant evidence and applicable rules and regulations and general procedures.
- Verify the standard of financial documents and evidence as per the compliance to applicable rules and regulations and general procedures.
- Physical verification and quality control judgment of inventory and reporting.

2. **Chief Auditor and Accounts Consultant (November 02, 2013 - December 31, 2014)**

Anowar Tannery Pvt. Ltd.

Company Location : 104,
Hazaribag, Dhaka-1209.
Department: Accounts, Finance,
Audit & Administration.

Duties/Responsibilities:

- Help the management for assuring cost control.
- Help the accounts personels to make the company's annual budgets.
- Assisting in preparation of financial statements with compliance to applicable rules and regulations and general procedures. Assuring the authority for effective internal control system of finance and accounts department.
- Review the implementation of budget and cash flow statements
- Tax and VAT calculation and take necessary steps through discussion with the authority or assign by the authority. Preparation of financial statement for the purpose of audit and finalized it through discussion with the authority. Preparation of any kind financial reports as per the authority required which helps them to reach the organizational goal. Advising and Assisting in preparation and maintenance of books of accounts i.e. ledger, cash book, bank book, vouchers, register, reconciliation statement etc. based on sufficient and relevant evidence.
- Verify the standard of financial documents and evidence as per the compliance to applicable rules and regulations and general procedures as well as the direction of the authority.
- Monitoring the physical verification and quality control judgment of inventory and reporting.
- Any other responsibility related with finance and accounts which assigned by the authority for me.

3. **Asst. Director Accounts & Finance (November 09, 2009 - October 23, 2013)**

Health Care Development Project of BADAS

(known as BIREDM) Company Location :
Dinajpur Diabetes & Swasthoseba Hospital
Department: Accounts & Administration

Duties/Responsibilities:

- Preparation of budgets for the organization.
Help the management for assuring cost control.
- Assisting in preparation of financial statements with compliance to applicable rules and regulations and general procedures. Assuring the authority for effective internal control system of finance and accounts department.
- Review the implementation of budget and cash flow statements
- Tax and VAT calculation and take necessary steps through discussion with the authority or assign by the authority. Preparation of financial statement for the purpose of audit and finalized it through discussion with the authority.
- Preparation of any kind financial reports as per the authority required which helps them to reach the organizational goal. Advising and Assisting in preparation and maintenance

of books of accounts i.e. ledger, cash book, bank book, vouchers, register, reconciliation statement etc. based on sufficient and relevant evidence.

- Verify the standard of financial documents and evidence as per the compliance to applicable rules and regulations and general procedures as well as the direction of the authority.
- Monitoring the physical verification and quality control judgment of inventory and reporting.
- Any other responsibility related with finance and accounts which assigned by the authority for me.

4. **Asst. Manager Audit (February 12, 2009 - November 07, 2009)**

Kazi Farms Group

Company
Location : 84
Dhanmondi,7/A.
Department:
Audit

Duties/Responsibilities:

- Preparation of detailed work plan and methodology of internal auditing services and finalized it through discussion with manager audit.
- Assisting in preparation of financial statements with compliance to applicable rules and regulations and general procedures. Review the internal control systems of the organization are followed properly or not.
- Review the budget variances if any and cash flow.
- Review Tax and VAT calculation.
- Preparation and finalization of audit and investigation report on any matters which are related with finance and issuance letter to the management for taking necessary steps through discussion with manager audit.
- Examining books of accounts i.e. general ledger, cash book, bank book, subsidiary ledger, registers supported by sufficient and relevant evidences
- Physical verification and quality control judgment of inventory and reporting. Working in urban, rural and remote areas in Bangladesh as per requirement.
- Any kind of responsibilities assigned by the authority.

5. **Asst. Manager F & A (February 01, 2004 - June 30, 2005)**

Apparels Village Ltd.

Company Location : 888, Sheorapara, 3rd floor, Rokeya sarani, Mirpur, Dhaka-1216
Department: Accounts & Finance

Duties/Responsibilities:

- Preparation and maintenance of books of accounts i.e. ledger, cash book, bank book, vouchers, register, reconciliation statement etc. based on relevant document.
- Preparation of financial statements.
- Followed the direction of manager for preparation of budget. Physical verification of inventory and reporting.
- Any other responsibility related with finance and accounts which assigned by the authority for me.

Professional Qualification:

Certification	Institute	Location	From	To
CA (CC)	Toha Khan Zaman & Co. (Chartered Accountants)	3/4 Iqbal Road, Mohammad pur, Dhaka.	July 01, 2005	June 30, 2008

Academic Qualification:

Exam Title	Group	Institute	Result	Pas.Year	Duration	Achievement
M. Com	Accounting	National University	Second Class, Marks :53%	2001	1 years	Second Class
B. Com Hon's	Accounting	National University	Second Class, Marks :45%	2000	3 years	2nd Class
HSC	Commerce	Dinajpur Govt. College	Second Division, Marks :48%	1996	2 years	2nd Class
SSC	Commerce	Bangla Hili Pilot High School	First Division, Marks :76.7%	1994	10 year	Star Marks

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Certificate	How to operate computer	Aptouch Computer	Bangladesh	Dinajpur	2003	6 Month

Personal Details :

Father's Name	:Mohammad Ali Khan
Mother's Name	:Shahanara Khanm
Date of Birth	:February 08, 1979
Gender	:Male
Marital Status	:Married
Nationality	:Bangladeshi
National Id No.	:2714740913001
Religion	:Islam
Permanent Address	:Vill: Boalder, Post: Boalder, Police Station: Hakimpur, Dinajpur, Bangladesh



Toha Khan Zaman & Co.

Chartered Accountants

***Certificate of Completion of Service
Under Articles***

[Bye-laws 77 (1)(a) and 80 (1)(b)]


I, **Md. Waliuzzaman, FCA, Partner of Toha Khan Zaman & Co., Chartered Accountants** do hereby certify that **Md. Rownack Ali Khan** served as an articulated student under me in accordance with The Bangladesh Chartered Accountants Bye-laws, 1973 for a period of three years from 01 July 2005 to 30 June 2008, that his progress was satisfactory, and that to the best of my knowledge, he bears a good moral character.

I further certify that during the above-mentioned period, the said articulated student was given leave for 180 (one hundred and eighty) days.

The articles were duly registered with The Institute of Chartered Accountants of Bangladesh vide **Registration No. 12988 of 2005.**

Place: Dhaka
Date: 01 July 2008

Name of Partner:
(in block letters)



Signature of Partner
MD. WALIUZZAMAN, FCA

Name of the Firm:
(in block letters)


**TOHA KHAN ZAMAN & CO.
CHARTERED ACCOUNTANTS**

Place: Dhaka
Date: 01 July 2008

Name of Articled Student:
(in block letters)


Signature of Articled Student
MD. ROWNACK ALI KHAN

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Toha Khan Zaman & Co. is a member of  International. A worldwide organization of accounting firms and business advisers