

RESUME
OF
SHARIOT MUNSI
CA-CC, (Partly Qualified), MBA & BBA (Accounting)



Contact Address:

House No.817 (First Floor), Road No.04, Baitul Aman Housing Society, Adabor, Dhaka-1207.

Cell: +88 01737-233828, +88 01920-205596;

Email: shariotmunsi@gmail.com

Career Objective:

To acquire a challenging career in a reputed organization where I can utilize my knowledge with sound experience in the field of Finance and Accounts and build up my success stories through hard work and expertise.

Attributes:

- Effective in maintaining good communication with others.
- Flexible and adaptable to changing organizational environment.
- Good communication and interpersonal skills.
- Enjoy working as team member as well as independently.

- Company : **Toha khan Zaman & Co;** (04 January 2020 - Continuing)
- Address : House No. 817 (1st Floor), Road No. 4, Baitul Aman Housing Society, Adabor, Dhaka-1207
- Position : Manager
- Department : Audit & Assurance

Duties/Responsibilities:

- Preparation of financial statement as per IAS.
- To prepare and posting all kind of debt, credit & journal vouchers, maintain cash book in E.R.P software (like Tally and any other customized online based accounting software) and maintain documentation timely
- To prepare Monthly Income & Expenditure Report along with maintaining entry on Tally software by checking the proper effects of accounts code in General Ledger.
- Preparing invoice/bills for customer and follow up, tracking, settlement and collection payment with corporate and loyal partners.
- Knowledge regarding Tax, VAT, RJSC, Company Act.
- Maintain & Checking and verification of bank vouchers, transactions, and reconciliation with making sure that all procedure completed.
- To prepare monthly accounts and Bank Reconciliation Statement.
- Providing accounts for auditing and facing outer audit with confident.
- To visit the factory in time to time /projects/affiliated concerns and following up through reports on all relevant transactions.
- Ensure debit/ credit/ journal vouchers etc. are prepared properly, ensure adjustment of advances etc.

Professional Qualification:

CA Article-ship

I have completed three years CA (CC) course from. 5 January 2017 to 04 January 2020 with vide Reg. No. 27830/17. At **Toha Khan Zaman & Co.** Chartered Accountants a correspondent member of **IR Global** which is a worldwide network of independent accounting firms and business advisers.

Significant Professional Experiences:

Accounting and Consultancy Services:

- Preparation of books of accounts in both computerized and manual system;
- Review of budget and cash flow statement;
- Budgetary control;
- Preparation of proposal;
- Tax and VAT calculation and necessary advice; and
- Evaluation of internal control system.
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Statutory and Special Audit:

- Preparation of audit planning and audit program;
- External and Internal Audit;
- Examination of books of accounts and returns;
- Supervision of the audit work;
- Report on Financial Statements;
- Issue Management letter;
- Familiar with internal control requirements at different environments, local regulatory with respect to accounting, record keeping and property management system, travel policy, procurement, and outsourcing activities;
- Knowledge in compliance and implementation of International Accounting Standards, International Financial Reporting Standards and International Standards on Auditing and practice in various organizations;
- Knowledge on Income Tax Ordinance 1984, Value Added Tax Act 2012, Companies Act 1994;
- Ability to conduct analytical review on financial statements; and
- Familiar with internal control requirements at different environments, local regulatory with respect to accounting, record keeping and property management system, travel policy, procurement, and outsourcing activities;

Performed Clients Details:

➤ **Manufacturing Concern:**

1. Bengal Poly and Paper Sack Ltd
2. Kohinoor Chemical Company (BD) Ltd. (Tibet)
3. Jamuna Group
4. Karnaphuli Paper Mills Ltd.
5. Eastern Hosiery Mill (Sena Kalyan Sangstha)
6. Grameen Fabrics & Fashions Ltd.

7. Ha Meem Group

➤ **Non–Government Organization (NGOs), Micro Finance Institutions and Others:**

1. Oxfam GB, Bangladesh (International)
2. Plan International, Bangladesh (International)
3. Action Contre La Faim ACF (International)
4. Terre des hommes- Netherlands-(International)
5. Partner NGO of Palli Karma-Sahayak Foundation (PKSF)
6. Family Planning Association of Bangladesh (FPAB)
7. Nabolok Parishad-(Local)
8. Dushtha Shasthya Kendra-DSK--(Local)

➤ **Insurance and Merchant Bank:**

1. Federal Insurance Company Ltd.
2. Global Insurance Company Limited

➤ **Infrastructure Sector:**

01. IRCON International Limited, India
02. IRCON-AFCON JV, India (Ashugonj-Bhairab Railway Bridge)

➤ **Accounting Service Provided To:**

01. Trauma Medical Assistant Training School (MATS)
02. Shyamoli Medical Assistant Training School (MATS)
03. Nari Uddug Kendra (NUK)

➤ **Non –Profitable Organization:**

01. Dhaka Shishu Hospital, Dhaka
02. Chattagram Samity, Dhaka
03. Grameen Kalyan

Computer skills

- Expertise in Microsoft Office – Excel, Word;
- Expertise in recent versions of operating systems – Windows Vista, Windows XP Windows 7, 8 and 10;
- Excellent command over Internet (browsing and other type of search). And
- Working experience under network environment and using email for reporting purpose.

Language skills

Written and verbal communication ability in English and Bangla.

Academic Credentials:

Masters of Business Administration (MBA)

- Subject : Accounting
- Institution : National University
- Result : 3.06 (Out of 4.00)
- Year of passing : 2014

Bachelor of Business Administration (BBA)

- Subject : Accounting
- Institution : National University
- Result : 3.12 (Out of 4.00)
- Year of passing : 2013

Higher Secondary Certificate (HSC)

- Group : Business Studies.
- Year of passing : 2008
- Result : 4.80 (in scale of 5)
- Institution : Haji Lal Mia City College- Gopalganj
- Board : Dhaka

Secondary School Certificate (SSC)

- Group : Business Studies.
- Year of passing : 2006
- Result : 3.75 (in scale of 5)
- Institution : Sheikh Mujib Adarsha High School
- Board : Dhaka

Personal Details:

- Father's name : Bellal Munsii;
- Mother's name : Rani Begum;
- Date of Birth : 15 March 1990;
- National ID No : 868 323 1958;
- Marital status : Married;
- Religion : Islam;
- Nationality : Bangladeshi;
- Blood Group : O (+);
- Contact Number: +88 01737-233828, +88 01920-205596;
- Permanent address : Vill: Bhennabari; Post: Darul Quran; Thana: Gopalganj
Sadar, District: Gopalganj, Dhaka;



**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 **Shariot Munsi** served as an articled student under me in accordance with The Bangladesh Chartered Accountants Bye-laws, 1973 for a period of three years from 05 January 2017 to 04 January 2020, 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 articled 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. 27830/2017**

Place: Dhaka
Date: 02 February 2020

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: 02 February 2020

Name of Articled Student:
(in block letters)



Signature of Articled Student
SHARIOT MUNSI

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Toha Khan Zaman & Co. is an exclusive member of  RGLOBAL for accounting services in Bangladesh