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|   | **Curriculum Vitae** |

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| **Personal Detail** |
| Name : |   | Mahmud Faisal |   |   |
| Father's Name : |   | Syed Faruq  |   |   |
| Mother's Name : |   | Farida Nahid |   |   |
| Date of Birth : |   | 1-Jan-81 |   |   |
| Gender :  |   | Male  |   |   |
| Marital Status :  |   | Married  |   |   |
| Nationality :  |   | Bangladeshi by birth |   |   |
| Religion : |   | Islam |   |   |
| Present Address :  |   | 163/1(6TH FLOOR), TEJKUNI PARA,Dhaka |   |
| Permanent Address : |   | Civil Court Road, Comilla |   |   |
| Current Location :  |   | Dhaka  |   |   |
| Home Phone :  |   | 02-8153945 |   |   |
| Voice No :  |   | 01730018528 |   |   |
| Email :  |   | dikance009@yahoo.com |   |   |
| **Career Summary** |
| More than 4years experience on Accounting, VAT accounting & a remarkable experience of working in Audit department in an international Audit Firm. |
|
| **Employment History** |
| **Executive  (November 1, 2010 - Continuing)** |
| **Bashundhara Steel & Engineering Ltd** |   |
| ***Duties/Responsibilities:*** |   |   |
| \*To maintain VAT related books i.e-Mushok-11, 16, 17 and 18. Prepare Mushok-20, monthly return (Mushok-19). |
|
| **Bashundhara Logistics Ltd.** |   |   |
| **Bashundhara Shipping Ltd.** |   |   |
| **Bashundhara Group** |   |   |
| 474E,B-D,L-03,R-05,Bashundhara R/A,Baridhara-Dhaka |   |   |
| Accounts & Finance (VAT) |   |   |
| ***Duties/Responsibilities:*** |   |   |
| • Daily Bank Collection Statement update, |   |   |
| • Bill Checking |   |   |
| • Preparation of Journal Voucher, |   |   |
| • Cash Debit Voucher, Cash Credit Voucher, |   |   |
| • Bank Withdrawn Voucher, Bank deposit Voucher. |   |   |
| • Preparation of Cash Book & Bank Book |   |   |
| • Software Posting (TALLY), |   |   |
| • Preparation of Monthly Budget. |   |   |
| • Preparation of Monthly & annual Financial Report. |   |   |
| **Officer  (Jan 30, 2010 - October 30, 2010)** |
| **EWPD (Trading) Ltd.** |   |
| **Bashundhara Group** |   |   |
| 474E,B-D,L-03,R-05,Bashundhara R/A,Baridhara-Dhaka |   |   |
| Accounts & Finance |   |   |
| ***Duties/Responsibilities:*** |   |   |
| • Delivery Order Making, |   |   |
| • Daily Bank Collection Statement update, |   |   |
| • Bill Checking |   |   |
| • Preparation of Journal Voucher, |   |   |
| • Cash Debit Voucher, Cash Credit Voucher, |   |   |
| • Bank Withdrawn Voucher, Bank deposit Voucher. |   |   |
| • Preparation of Cash Book & Bank Book |   |   |
| • Software Posting (TALLY), |   |   |
| • Preparation of Monthly Budget. |   |   |
| • Preparation of Monthly & yearly Financial Report. |   |   |
|   |   |   |   |   |
| **Accounts Officer  (September 2, 2008 -December 31, 2010)** |
| **ENERGY & POWER** |   |   |
| Bejoy Nagor,Dhaka |   |   |
| Accounts & Finance |   |   |
| ***Duties/Responsibilities:*** |   |   |
| • Cheque Collection & deposit |   |   |
| • Bill checking |   |   |
| • All Kind of Voucher Making |   |   |
| • Preparations of Cash Book & Bank Book |   |   |
| • Software Posting  |   |   |
| **Associate Financial Consultant  (January 1, 2008 - August 31, 2008)** |
| **Ernst & Young India Pvt Ltd** |   |   |
| Dhaka |   |   |
| Accounts |   |   |
| ***Duties/Responsibilities:*** |   |   |
| Name of the Project:”Implementation of Immediate Action Plan of Power Sector Financial Restructuring and Recovery Plan” |   |   |
| Financed by: |   |   |
| World Bank |   |   |
| Responsibilities: |   |   |
| As a part of the implementation team the assignment mainly centered around BPDB, DESA, DESCO, REB organization. The area of my operation consists of |   |   |
| I. Cash at Bank verification, |   |   |
| II. Deposit and Pre-paid Expense reconciliation, |   |   |
| III. GOB Loan interest ascertainment |   |   |
| IV. Foreign Loan, classification and verification |   |   |
|  |
| **Academic Qualification** |
| **Exam Title**  | **Concentration/Major** | **Institute Name**  | **Result** | **Passing Year**  |
| MBA | Accounting & Information System |  University of Dhaka | CGPA : 3.24 Out of 4 | 2008 |
| Masters of Commerce | Accounting | National University  | Second Class  | 2006 |
| Bachelor of Commerce (Hons.) | Accounting | National University  | Second Class  | 2004 |
| H.S.C | Commerce | Dhaka Commerce College  | First Division  | 1999 |
| S.S.C | Science | Comilla Zilla School, Comilla  | First Division  | 1997 |
|   |   |   |   |   |
| **Training Summary** |
| **Training Title** | **Topic** | **Institute/Conducted and Facilitated by** | **Country** | **Location** |
| Standard Course on Value Added Tax (VAT) long Course.  | VAT | Dr. Md. Abdur Rouf First Secretary (VAT), National Board of Revenue (NBR). | Bangladesh | IPDHouse 92/A (5th Floor), Masjid Road, Banani DOHS, Dhaka |
| Tally ERP-09 | Tally Accounting, Inventory & Payroll Management  | STM Group | Bangladesh | Green Road |
| Short Course from APTECH Computer Education | Basics of Computer Fundamentals  | APTECH Computer Education | Bangladesh | Mirpur-10, Dhaka |
|   |   |   |   |   |
| **Career and Application Information** |
| Objective : |   |   |   |   |
| Secure a challenging position within progressive organization where I can utilize my experience and creativity. Able to work on own initiative and as part of a team assuring to maintain high quality standards. |
| **Preferred Job Category** |
| Preferred Job Category  |   | VAT & VAT Accounting  |   |   |
|  |
| **Preferred Job Location(s)** |
| Inside Bangladesh |   | Dhaka  |   |   |
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| **Language Proficiency** |
| **Language** | **Reading** | **Writing** | **Speaking** |
| 1. English | High | Medium | Medium |
| 2. Bangla | High | High | High |
| 3. Hindi | Low | Low | Medium |
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| **Reference** |  |  |   |
|   |   | **Reference : 1** | **Reference : 2** |   |
| Name : | Md. Toffail Hossain | Dr. Md. Abdur Rouf  |
| Organization :  | Bashundhara Group | National Board of Revenue (NBR).  |
| Designation :  | Executive Director(A&F) | First Secretary (VAT) |
| Address :  | Bashundhara Industrial Head Quarter,R-3,B-G,Dhaka-1229 | Rajashwa Bhaban Segun Bagicha, Dhaka-1000 |
| Phone (Off) :  | 8401024-Ext: 6301 |   |
| Phone (Res) :  |   | 01673-770617 |
| Email :  | toffail.hossain@bg.com.bd | roufcus@yahoo.com |
| Relation :  | Professional | Professional  |
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|   |   |   |   |   |
| Mahmud Faisal |   |   |   |   |
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