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| --- | --- | --- | --- | --- | --- | --- |
|  | **Curriculum Vitae** | | |  | | --- | |  | | |  |
|  |  | |  |
| **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| • Bank Withdrawn Voucher, Bank deposit Voucher.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 | IPD House 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 |  | |  |
|  | | | | | |
| **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](mailto:toffail.hossain@bg.com.bd) | [roufcus@yahoo.com](mailto:roufcus@yahoo.com) | | |
| Relation : | | Professional | Professional | | |
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| Mahmud Faisal |  |  |  | |  |
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