

Résumé of Fahad Bin Doha

“Rajob Ali Villa”

39-39/1/E, Justic Lal Mohan Das Lane,
Kolutola, Dhaka-1100

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Objective

Seeking a suitable and challenging job position in your reputed organization to add value to your business with an opportunity in professional advancement and personal enrichment.

Present Status

Account and Administrative Officer

Bhuyian Academy

School of Laws

From 12th December, 2011 to Continuing

Responsibilities

- Accurately and timely maintenance, update and reporting of the Accounts.
- Handle of petty cash, prepare voucher, checking invoices for payments
- Maintain and reconcile of Bank books and bank statements.
- General management of the office.
- Performing all other daily duties in the assigned responsibility.
- Liaising with relevant parties in a service-oriented manner on behalf of the Academy.
- Maintaining a helpful attitude towards colleagues, customers and stakeholders.

Experience

Articled student

Masih Muhith Haque & Co.

Chartered Accountants

From 17th March, 2010 to 30th November 2011

Responsibilities (as an Auditor)

In Audit, Accounting and Financial Reporting

- Planning, monitoring, reviewing and controlling works of audit and assurance.
- Preparation of Financial Statements of the various companies, NGOs etc.
- Preparation of Management Report relating to internal control system and compliances with applicable laws, rules and regulation.

Education

Bachelor of Business Administration (BBA) 2010

CGPA 2.83 out of 4.00

Major: Accounting

East West University

Key Academic Courses: Taxation, Cost Accounting, Advanced Accounting Intermediate Accounting I & II, Auditing, Commercial Bank Management, Financial Analysis and Control, Investment Analysis and Management.

Higher Secondary Certificate (HSC) 2005

Business Studies with CGPA: 4.50 out of 5.00

Dhaka Commerce College

Dhaka

Secondary School Certificate (SSC) 2003

Business Studies with CGPA: 4.06 out of 5.00

Saint Gregory's High School

Dhaka

Training & Workshop:

Subject: Basic VAT Training 2012

Instructor: Dr. Md. Abdur Rouf, First Secretary, NBR

Stock Bangladesh, Dhaka

Duration: 36 Hours (Ongoing)

Subject: VAT Audit and Account 2012

Topic: VAT Registration, Exemption, Turnover Tax, Price Declaration, Supply with similar prices, Issuance of VAT Chalan, Submission of returns, VDS, VAT on traders

Instructor: Dr. Md. Abdur Rouf, First Secretary, NBR

Bdjobs Training, Dhaka

Reports

- **“Export Diversification in Bangladesh”** In International Business under Md. Gazi Salah Uddin, Senior Lecturer, Department of Business Administration, East West University.
- **“Auditing Practices in Bangladesh”** in auditing under Mr. Mahbubur Rahman, Former Tax Commissioner of NBR.
- **“Environmental Accounting”** in Project Report under Mr. Md. Zahirul Islam, Adjunct Faculty, Department of Business Administration, East West University.

Extra Curricular Activities:

- Acted as a member Business Club.
- Acted as an organizer of cultural club in University.

Computer Skills:

Operating System : Windows 2000, 2003, XP, Windows 7
Software : MS Word, MS Excel, MS Power Point.

Language

- Proficiency at understanding, speaking, reading and writing English.
- Also have fair proficiency at understanding and speaking Hindi

Hobbies

Surfing Internet, Traveling, Listening Music, Watching Movies.

Personal Details

Father's Name : Molla Badruddoha
Mother's Name : Waheda Yesmin
Date of Birth : May 9, 1987
Nationality : Bangladeshi
Religion : Islam
Marital Status : Unmarried
Blood Group : A+

References

- **Md. Fazlul Haque FCA**
General Manager
Finance & Account
Aman Group Ltd
Cell phone- 01911097209
- **Dr. Md. Abdur Rouf**
First Secretary
(Value Added Tax)
National Board of Revenue (NBR)
Cell phone-01673770617