

TIRTHA SARATHI GHOSH

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SPECIALIST of TAX & VAT

Couples extensive financial knowledge with a strong foundation of tax management

To pursue an alluring leading position that would provide me ample professional development opportunities to learn, particularly in the area of accounts, taxation matters and to contribute and where I can apply my educational knowledge, professional & financial experiences, interpersonal skills, hard-working abilities and creativity which will ultimately help me to develop my career and achieve organization's goal.

Core business competencies include:

Tax Planning & Control	Accounts Reconciliation	Company Act 1994
Corporate taxation	Budget Preparation	Labour Act 2006
Individual tax (Local & Expat)	USA GAAP & IFRSs	Communication Skill
Financial Analysis	Tax & VAT Act and Rules	Executive Leadership

HIGHLIGHT of QUALIFICATIONS

Above 6.5 years experience (3 years in industry and 3.5 years in audit) in the major fields of:

- 3 years experienced in a FGMC as a Tax and VAT specialist.
- 3.5 years experienced in Audit and tax services at a Member Firm of KPMG.
- Extensive experienced in tax due diligence, tax planning, compliances and Reconciliations.
- Practical approach to identifying and resolving tax issues.
- Practical background in Accounting.

PROFESSIONAL ACHIEVEMENTS

Chartered Accountancy (CA) Course:

Professional Stage -Knowledge Level : Qualified (Equivalent C.A inter Qualified)
 Professional Stage-Application Level : Proceed (with) & Appeared.

Successfully completed three years Article-ship (1 March 2007 to 28 February 2010) from 'Rahman Rahman Huq-Chartered Accountants'-member firm of KPMG International (Only member firm of big four in Bangladesh) under direct supervision of Mr. Sheikh A. Hafiz FCA, Senior Partner, in accordance with the Bangladesh Chartered Accountants By- laws vide ICAB registration No 14416/2007.

Income Tax Practitioner (ITP):

Successfully obtained Income Tax Practitioner (ITP) certificate from the National Board of Revenue (NBR) of Bangladesh in accordance with Section 174(2)(f) of the Income Tax Ordinance 1984 and Rule 37 of the Income Tax Rules 1984 NBR Registration No. 11876 Dated 27 March 2013.

PROFESSIONAL EXPERIENCE

Current Affiliation

<i>Name of Organization</i>	:	<i>Bata Shoe Company (Bangladesh) Limited</i>
<i>Position</i>	:	<i>Senior Officer –Tax & VAT and financial reporting</i>
<i>Department</i>	:	<i>Finance & Administration</i>
<i>Tenure</i>	:	<i>1 December 2006 to present</i>

MAJOR JOB RESPONSIBILITIES:

Overall responsibility of corporate taxation and VAT matters:

- Corporate tax planning.
- Preparation and filling of corporate tax return.
- Review and filling of Monthly VAT return.
- Preparation and filling of quarterly withholding tax return.
- Preparation and submission of salary return (u/s 108 of ITO 1984).
- Preparation and submission of Expatriates tax return.
- Employees' taxation and arrangement of their benefits.
- Preparation of Appeal and case file.
- Participate in the hearing on tax and VAT related matters.
- To review and submission of price declaration to VAT authorities and attending hearing for price approvals.
- Dealings the Tax and VAT Cases.
- Review and follow up updating VAT registers, namely:-
 1. Purchase Book (Form VAT-16)
 2. Sales Books (Form VAT-17)
 3. VAT Current Account (Form-18)
 4. Mushak 20-Export Products (Form-20)
- Compliance of withholding tax and VAT.
- To ensure the compliance with regards to different rules & regulations.
- Deferred tax calculation for the purpose of local and group reporting.
- Preparation of Contingent liability for local and group reporting purpose.
- Preparation of quarterly advance tax and arrange to deposit Government exchequer.
- Supervise the Employees' taxation and arrangement of their benefits.
- To supervise the entries made in the reporting systems relating to tax and VAT.
- Reconciliation of VAT Current Account and VAT Return with the books of Accounts.
- Liaison with Tax and VAT Consultant.

Other Major Job Responsibilities

- Assist to preparation of local and group reports in compliance with IAS, IFRS & GAAP-USA namely *Monthly Reporting Package (MIP)*, Quarterly and annually Finpack for group reporting purpose.
- Assist to preparation of Annual budget and anticipated budget.
- Liaison with auditors and prepare audit work papers
- Maintenance of fixed assets management
- Handle all regulatory filing and communication with regulatory bodies.
- Remittance approval procedure from BOI in case of royalty and technical know-how certification.

PREVIOUS PROFESSIONAL EXPERIENCE

Name of Organization	:	KPMG, Rahman Rahman Huq Chartered Accountants 9 Mohakhali C/A (11 th & 12 th Floors), Dhaka-1212
Position	:	Audit Supervisor
Duration	:	1 March 2010 to 15 November 2010

Major Job Responsibilities:

Responsible for planning, coordinating and overall supervision of consulting, providing accounting service of different clients, auditing and assurance assignments, drafting audit reports, drafting weakness report on accounting & internal control, and finalizing financial statements of the audited entities.

Statutory Audit of financial statements based on applicable international and local rules and laws [e.g. International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS), International Standards on Auditing (ISA), Companies Act 1994, Securities and Exchange Rules 1987, Income Tax Ordinance 1984, VAT Act 1991 etc.], Ethics and Independence requirements, Risk Management Guidelines, KPMG Audit Methodology and other practical knowledge, computation of taxable total income and calculation of corporate tax liability, filling of tax return and providing various accounting and consultancy services

My professional experiences in various organizations and type of services provided are summarized below:

KEY AREAS OF EXPERIENCE:

- Audit
- Taxation services
- Accounting services

KEY RESPONSIBILITIES:

Examination of financial statements	Internal Control System designing and implementation	Review of compliance with IAS/IFRS and Companies Act 1994
Tax/VAT matters	Review of budget and Cash flow Statement	Fixed assets and inventory management
Compliance with group Accounting Manual	Royalty and technical know-how certification	Workers profit participation fund (WPPF) audit

KEY AUDIT ENGAGEMENTS:

Bata Shoe Company (Bangladesh) Limited–(Footwear)	Edible Oil Bangladesh Limited- Consumer;	Nestle Bangladesh Limited- Consumer;
Bank Asia Limited- Banking Company	BRAC Bank Limited- Banking Company	South East Bank- Banking Company
Cotecna Inspection Bangladesh Limited- PSI;	Room To Read Bangladesh- NGO;	Alcatel Lucent France- Branch Office.

TAXATION SERVICES:

Bata Shoe Company (BD) Limited– (Footwear);	Chevron Bangladesh Limited-Energy;	Nestle Bangladesh Limited-Consumer;
Cotecna Inspection Bangladesh Limited- PSI;	ITS Labtest Bangladesh Limited-PSI.	Alcatel Lucent France-Branch Office.

KEY RESPONSIBILITIES:

Computation of corporate tax	Computation of employee's tax.	Compliance with withholding rules.
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ACCOUNTING SERVICES:

Schlumberger (Bangladesh Branch office);	Sadelmi (Bangladesh liaison office);	Yardam Trading (Bangladesh Branch Office).
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KEY RESPONSIBILITIES:

Preparation of monthly accounts.	Reconcile book balance with bank statement on weekly basis.	Preparation of quarterly statements for submission to Bangladesh Bank.
Deduction of Tax and VAT at Sources	Payment voucher review	

ACADEMIC QUALIFICATION

Masters of Commerce (M.Com)

Completed M.Com from Accounting Department of Jagannath University which was under National University with 1st Class in the year of 2006.

Bachelor of Commerce (B. Com Honors)

Completed B.Com (Hons) from Accounting Department of Jagannath University which was under National University with 2nd class in the year of 2004.

Higher Secondary Certificate (HSC)

Obtained 1st Division in H. S. C. (Commerce Group) from Cantonment College, Jessore under Jessore Board in the year of 1999.

Secondary School Certificate (SSC)

Obtained 1st Division in S. S. C. (Science Group) from Shimakhali High School under Jessore Board in the year of 1997.

TRAINING

- Training on Taxation 10 days long conducted and facilitated by Mr. Md. Abdul Latif Additional Commissioner of Tax, NBR held on 12 June 2012 to 23 July 2012 at Bdjobs training centre, Dhaka-1212.
- Training on International Accounting Standards (IAS) / International Financial Reporting Standards (IFRS) conducted by KPMG, Rahman Rahman Huq held on March 2008 and October 2009 at BRAC Centre, Mohakhali, Dhaka-1212.

- Training on Tax, Audit, International Accounting Standards (IAS) / International Financial Reporting (IFRS) conducted by Rahman Rahman Huq held on March 2007 at BRAC Centre, Mohakhali, Dhaka - 1212.
- Special training on taxation matters organized by the senior Tax officials of the National Board of Revenue, Bangladesh.
- Presented and participated in different presentation session on various matters

SUMMARY OF SKILLS:

- Proficiency in the preparation of individual tax returns with all provisions for pension plans, tax deductions and so forth.
- Ability to critically review and research tax issues to resolve them practically.
- Thoroughly adept in preparing corporate taxes.
- Full understanding regarding the computer applications pertaining to taxation.
- Hard working and meeting deadlines.
- Ability to work in team environment.
- Ability to conduct analytical analysis of financial statements.

COMPUTER SKILLS

MS Word MS Excel MS Power Point MS Access Internet operations E-mail functions Internet Essentials
Accounting Software- Adonis, Tally, SAP (Reporting).

LANGUAGE PROFICIENCY

Languages	Speaking	Reading	Writing
Bengali	Native	Native	Native
English	Fluent	Excellent	Excellent

PERSONAL PROFILE

Date of Birth : 20 November 1982
Father's Name : Dharendra-Nath Ghosh
Mother's Name : Shuvadra Rani Ghosh
Home District : Magura
Nationality : Bangladeshi (by birth)

REFERENCES

Mr. Mehedi Hasan, ACA (England & Wales),ACCA (UK),ACMA
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 Rahman Rahman Huq
 Chartered Accountants
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Mr. Bimalendu Chakraborty,FCA
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Signature.....
Tirtha Sarathi Ghosh