

# CURRICULUM VITAE OF

## Suman Kumar Das

Address : 29, SegunBagicha, Dhaka, Bangladesh  
Cell Phone : +8801720 587 587  
e-mail :suman.das@smec.com, subrosumon@yahoo.com

### **Career Objective:**

An adaptable, resourceful and enthusiastic accounts assistant who has extensive experience of having a wide level of general responsibility for monitoring and reconciling accounts. A strong communicator with excellent inter-personal skills and knowledge of reporting and assisting in the production of monthly management accounts. Contributing extensively to team work and always displays a willing and helpful manner when resolving, analyzing and investigating various accounting discrepancies.

Now I am looking for such an organization where I can utilize my academic knowledge and professional expertise to reach my career goal. I intend to work in a challenging and competitive environment where strong sense of responsibility and commitment are required, where dignity of work provides job satisfaction and the place provides potential avenues for learning and growing to achieve top level in the hierarchy of the company

### **Core business competencies include:**

- Corporate taxation	- Tax & VAT Act and Rules	- Company Act 1994	-
- Tax Planning & Control	- IFRSs	-Individual tax	-
Budget Preparation	Skill	-Develop financial strategies	-Financial Analysis
Executive Leadership -Budget & budgetary control policies and procedures			

### **Employment Summary:**

Total Year of Experience: Above 6 Year(s)  
-2years experienced in a MNC Financial Reporting specialist.  
-1 year experienced in a FGMC as a Tax and VAT specialist.  
-3years experienced in Accounts, Audit and tax services at a Reputed Audit Firm.  
-1 year experienced in a Non-Profit Organization as anInternal Auditor.

### **Professional Achievements:**

#### **Chartered Accountancy (CA) Course**

Successfully completed three years Article-ship (10 July 2008 to 11 June 2011) from 'Shaha & Company'-Chartered Accountantsunder direct supervision of Mr. Hiralal Barua FCA, Senior Partner, in accordance with the Bangladesh Chartered Accountants (ICAB)

#### **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. 9015 Dated 27 March 2013.

#### **Member:**

Dhaka Tax's Bar Association, Bangladesh.

### **Present Professional Experience:**

### **Accounts Officer (February 07, 2011 – Till now)**

ACE Consultants Limited (SMEC Subsidiaries), Bangladesh

Category : Australian based Multinational Engineering Consultancy Services

Company Location: H#374, R#06, DOHS, Baridhara, Dhaka, Bangladesh

Department : Accounts & Finance (EBO).

#### **Duties/Responsibilities:**

- ① Maintain company accounts, cash and bank transactions, receipt and payment statement, Trial balance, Profit and Loss account, Balance Sheet, Tax and VAT statement etc.
- ① Maintain & preparing all kind of vouchers, cash book, bank book, bill register, general ledger & different registers related for finance & accounts
- ① Preparing, Maintaining & Entering bank related transactions
- ① Preparing Reconciliation Statements related to Cash Sheet, Cash transfer Reconciliation, Work in progress (WIP), Cost Clearing etc. for finance & accounts
- ① Preparation for the month end revenue recognition process (EBO & E4SE)
- ① Preparation of the monthly Project Profitability Report (PPR) for the SMEC Bangladesh
- ① Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts and document business transactions
- ① Develop, maintain and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs
- ① Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts
- ① Develop financial strategies, financial planning & management, Budget & budgetary control policies and procedures
- ① Reviewing and updating financial policies & procedures, ensure proper implementation & functioning of those and overall management of Accounts and Finance Department
- ① Perform any other task given by the Management.

### **Accounts Executive (January 01, 2010 - February 06, 2011)**

Bandar Steel Industries Ltd. & Bikrampur Re-Rolling Mills Ltd.

Category : Manufacturing Steel Company

Company Location : 81, North South Road, Malitola, Dhaka, Bangladesh

Department : Accounts & Finance.

#### **Duties/Responsibilities:**

- ① Recording of daily financial transactions and preparing of financial statements
- ① Submission of report to Management monthly and yearly
- ① Ensure daily data entry in the Software
- ① Preparation Monthly Bank Reconciliation Statement
- ① Preparation budget, revenue, expense, invoices and other financial documents
- ① Dealing with clients & suppliers
- ① Recommend, develop and maintain financial databases, computer software and manual filing systems
- ① Resolve accounting discrepancies
- ① Perform any other task given by the Management
- ① Make all bank transaction for organizations and ensure update of the required books, records and relevant Paper work
- ① Ensure that the petty cash is properly maintained
- ① Examining of Cashbook with surprise cash counting inventory records with physical stock counts and fixed assets register with physical verification.

### **Internal Auditor (September 07, 2007 - December 31, 2008/Part time)**

International Society For Krishna Conciseness (ISKCON)

Category : Nonprofit Organization

Organization Location : 22 Districts in Bangladesh

Department : Internal Audit.

#### **Duties/Responsibilities:**

- ⌚ Examining books of Accounts, e cash book, General ledger, working trial balance.
- ⌚ Evaluation of internal control systems
- ⌚ Review of budget and cash flow statements, expenditure and Bank Accounts
- ⌚ Examining of Cash book with surprise cash counting inventory records with physical Stock counts and fixed assets register with physical verification
- ⌚ Reporting on Financial Statements and issuing Management letter.

#### **Academic Qualification:**

Exam Title	Major	Institute	Result	Pass. Year	Duration	Achievement
Masters of Business Studies(M.B.S)	Management Studies	National University	Second Class, Marks :59%	2006	1 Year	Second Class 5 <sup>th</sup> Under National University
Bachelor of commerce (Hon's)	Management Studies	National University	Second Class, Marks :54%	2005	4 Years	College 1 <sup>st</sup> In Hon's Stage
Higher Secondary Certificate	Commerce	Dhaka Board	First Division, Marks :69%	2001	2 years	College 2 <sup>nd</sup> In H.S.C Stage
Secondary School Certificate	Science	Jessore Board	Second Division, Marks :59%	1999	2 Years	-

#### **Training Summary:**

- Training of Standard course on (VAT), 10 days long, conducted and facilitated by Dr. Md. Abdur Rouf, ~~Director, Central Intelligence Cell (CIC), National Board of Revenue (NBR)~~ held on 22 August 2013 to 29 September 2012 at Bdjobs training center, Dhaka-1212.

-Training on Taxation 2 days long conducted and facilitated by Mr. Md. Abdul Latif Additional Commissioner of Tax, NBR held on 22 October 2012 to 23 October 2012 at Bdjobs training center, Dhaka-1212.

-Training on International Financial Reporting Standards (IFRS) 2 days long conducted by Bdjobs training center, Dhaka-121, held on 23 August 2013 to 24 August 2012 at Bdjobs training centre, Dhaka-1212.

-Internal Auditor Course by SMEC

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Course	MS Excel-2010	Access InfoTech Ltd.	Bangladesh	Dhaka	2011	1 Month
Computer Course	Microsoft Office	WIIT Computer Institute	Bangladesh	Dhaka	2012	3 Months

## Specialization:

- ⌚ Strong ability to work with Microsoft Office' 2010 and later versions (especially MS-Excel, MS-word)
- ⌚ Accounting Software – Epicor Enterprise (SMEC Net), Tally.

## Extra-Curricular Activities:

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, Income Tax Ordinance 1984, VAT Act 1991 etc.) Ethics and Independence requirements, Risk Management Guidelines, 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:

- ⌚ Chef Audit Coordinator LGSP-II Union Parishad Audit 2011-2012 & 2010-2011 Nilphamary District, FY 2006-2007 146 Union Parishad & FY 2007-2008 161 Union Parishad and Prepared Management Report with assurance report
- ⌚ Rural Electrification Board (REB) Comilla-2 and Munshigonj District
- ⌚ Dhaka WASA Lalmitia zone, Dhaka
- ⌚ Mongla Cement Factory, Bagerhat and Prepared Management Report
- ⌚ Nayapara Cement Factory Limited, Jessore
- ⌚ Bangladesh Football Federation (BFF)
- ⌚ Bangladesh Mukti Juddah Sangshad
- ⌚ Starling Group of Company
- ⌚ Bangladesh Forest Industries Development Corporation (BFIDC) Chittagong
- ⌚ Sonali Paper Mills Ltd. (Public Limited Company)
- ⌚ SEEN Network, Bangladesh Branch (Indian Company)
- ⌚ Homeland Life Insurance Company Ltd.

## Language Proficiency:

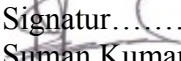
Language	Reading	Writing	Speaking
English	Good	Good	Good
Bengali	Excellent	Excellent	Excellent
Hindi	Little	-	Little

## Personal Details:

Father's Name : Arun Kumar Das  
Mother's Name : Mrinaline Das  
Date of Birth : July 07, 1983  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi (by birth)  
National ID : 2698877289661  
Religion : Hindu  
Permanent Address : Village&P O: Baratia, P.S: Dumuria, Dist: Khulna, Bangladesh

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Hiralal Barua FCA, FCS	BimalenduChowdhory
Organization	: Shaha & Company	One Bank Limited
Designation	: Chartered Accountants	First Assistant Vice President
Address	: 29, Segunbagicha, Dhaka	97, Gulshan Avenue,Dhaka.
Mobile	: +8801818175313	+8801711812605
Relation	: Professional.	Well Wisher.

  
Signatur.....  
Suman Kumar Das