

## **K. M. KHADIMUL HASAN**

📍 160 Hasan Nagar, Kamrangirchar, Dhaka

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### **Career Objective:**

To pursue a mid-level position Accounts & Finance department through handling all challenging activities by applying my academic and professional knowledge as an asset in growth of the organization with maximum efforts.

### **Career Summary:**

1. BBA & MBA in AIS from Dhaka University with CACC from ACNABIN Chartered Accountants.
3. Qualified Certificate level and professional is ongoing. (700 out of 1700)
2. Having experience in Big 4 CA firm such as KPMG Bangladesh.
4. Skilled in handling all financial work and tax functions as well as preparing reports.
5. Excellent MS office skills.
6. Effective computing and analytical skills.

### **Special Qualification:**

Positive and professional attitude, hardworking and dynamic, Dedication, Leadership quality, Honesty, Cooperative, Interpersonal and communication skills. Analytical ability, Punctuality & discipline, Time management, Work Under pressure.

### **Employment History:**

**Total Year of Experience:** 7.7 yrs

#### **1. Supervisor (BD) - Remote (0.9 yr)**

(1 Jan 2023 - 30 Nov 2023)

#### **REDBRIDGE ACCOUNTANT LTD**

Area of Expertise:

Expert in Quickbooks Accounting Software (0.8 yr), Financial analysis and reporting (0.8 yr), VAT and Tax (0.8 yr)

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

1. Advising clients on tax planning and compliance with UK tax laws, Especially VAT.
2. Preparing, reviewing, and submitting TAX & VAT returns.
3. Consulting on Taxation efficiency and savings strategies.
4. Assisting in financial audits and analyses.
5. Providing guidance on financial regulations and updates in Taxation legislation.
6. Identifying opportunities to minimize Tax and VAT liabilities.
7. Optimizing clients` financial performance within legal bounds.

## **2. Associate (0.6 yr)**

(19 Apr 2022 - 31 Oct 2022)

### **Rahman Rahman huq (KPMG in Bangladesh)**

Area of Expertise:

Audit and compliance related issues. (0.5 yr), Compliance and Regulations (0.5 yr), Corporate Advisory (0.5 yr)

#### Duties/Responsibilities:

Corporate Advisory, Audit, and Compliance:

1. Provide strategic corporate advisory services, including financial planning, risk management, and growth strategies.
2. Conduct comprehensive financial audits to ensure compliance with legal and regulatory standards, identifying areas for improvement, and recommending corrective actions.
3. Advise businesses on compliance with tax laws, VAT regulations, and other statutory requirements.
4. Assist clients in implementing internal controls and processes to ensure compliance with regulatory guidelines.

Tax, VAT, Customs & Others:

1. Prepare and review VAT returns, tax filings, and other statutory reports, ensuring accuracy and compliance with local tax laws and regulations.
2. Provide expert advice on tax optimization strategies, including those related to Provident Fund and Gratuity contributions and withdrawals.
3. Offer guidance on employee-related tax matters, including the tax implications of Provident Fund contributions, Gratuity benefits, and other employee benefits.
4. Conduct tax planning and analysis to minimize tax liabilities, optimize financial performance, and ensure compliance with Provident Fund and Gratuity regulations.

## **3. Assistant Manager (0.6 yr)**

(19 Aug 2021 - 28 Feb 2022)

### **Brainstation-23 Limited.**

Area of Expertise:

Budgeting and Forecasting (0.5 yr), Finance Management (0.5 yr), Financial controlling (0.5 yr)

#### Duties/Responsibilities:

1. Examine or analyze accounting records, financial statement or other financial reports.
2. Responsible for preparation of Trial Balance, Statement of Comprehensive Income and Financial Position of the Company.
3. Responsible for preparation of monthly PL and Cash Flow statements.
4. Responsible for reconciling all bank accounts and cash book on daily, weekly and monthly basis.
5. Support to prepare budget and forecasting activities of company.
6. Support to day-to-day operation of the Accounts Department., follow up cash book, ledger, Challan register, Bill registers and daily transaction in Odoo ERP.
7. Overseeing deduct and ensure to deposit the source TAX & VAT of company`s monthly, quarterly, half-yearly and yearly.

8. Responsible for internal & External Audit for company.

#### **4. Associate (1.8 yrs)**

(17 Dec 2019 - 16 Aug 2021)

#### **Rahman Rahman huq (KPMG in Bangladesh)**

Area of Expertise:

Advisory and Risk Management (1.6 yrs), Financial Compliance and Governance (1.6 yrs), Tax (VAT/ Customs Duty/ Income Tax) (1.6 yrs)

#### Duties/Responsibilities:

1. Demonstrate subject matter specialization on income Tax, VAT, and Customs, and apply knowledge of current legislation and practices to client/business issues, and understanding and interpret the Tax, VAT, and Customs law
2. Guide and manage clients` accounts on Tax, VAT, and Customs compliance matters and communicating with the client to ensure the given services have been rendered accurately.
3. Make a report on internal Tax audit & consultancy services and give a proper solution to them.
4. ensure the preparation of Tax & VAT return of the client in light of the existing Act, Rules & Regulations.
5. providing any Tax & Advisory support through mail or physically to the client.
6. Verifying Financial statements & Data to ensure the client`s actual amount of Tax & VAT.
7. make an effective and efficient plan for Tax, VAT & Customs to the client.
8. Giving support on the critical matter in terms of Tax & VAT mechanism. 9. provisioning other business support to the client on a basis of need.

#### **5. Audit Assistant (3.1 yrs)**

(11 Dec 2016 - 11 Dec 2019)

#### **ACNABIN Chartered Accountants**

Area of Expertise:

Accounting and Taxations (3 yrs), AUDIT AND INSPECTION (3 yrs), Financial Reporting (3 yrs)

#### Duties/Responsibilities:

Auditing Services:

- a. Preparing and developing checklist and audit program for audit, accounting, and consultancy works
- b. Preparing planning memorandum, strategy memorandum, risk analysis, internal control questionnaire (ICQ)
- c. Planning the audit procedure based on the nature, timing, activities, and financial involvement of the organization and the operational flow
- d. Identifying the nature and extent of analytical procedure and select risk level
- e. Evaluating and examining the adequacy of books of accounts and regulatory compliance.

Consultancy services:

- a. Preparing reports, financial analysis, and budgetary control process for the client
- b. Cooperation with the partner about significant issues

- c. Required improvement and implementation of various control systems
- d. Physical verification, Data collection of fixed assets & stock items in an efficient and timely manner and compilation of collected data, and preparation of fixed assets register and inventory report from the achieved data.

e. Conducting valuation of fixed assets.

Accounting and internal control services:

- a. Preparing Financial Statements (FS)
- b. Developing accounting manual and procurement manual
- c. Conducting analytical review on financial statements
- d. Familiar with internal control requirements at different environments and local regulations regarding accounting, record keeping and
- e. Preparing budget in terms of time and cost and conduct variance analysis.

### **6. Senior officer (0.8 yr)**

(6 Feb 2012 - 30 Oct 2012)

#### **Agrani Bank Ltd**

Area of Expertise:

Commercial/ Export-Import (0.6 yr), General Banking (0.6 yr), Internal Audit (0.6 yr)

#### Duties/Responsibilities:

1. Processing various types of transaction and posting them to particular ledgers head in the server system,
2. Making payment and credit voucher and posting them to ledger,
3. Preparing Pay Order, demand Draft and telegraphic transfer and posting them to ledger book,
4. Find out discrepancies and reconcile the manual ledger book and ledgers head in the server daily basis,
5. Print out bank statement and other bank transaction documents and keeping them,
6. Giving individual bank statement to the client on demand,
7. Providing and ensuring foreign remittance related transactional services. Contact with the relevant parties to transfer the fund and provide them to the customer,
8. Support the branch manager to provide loan & advances and in developing, implementing and meeting the branch objectives.
9. Coordinate with other employees of the branch to ensure that customer get uninterrupted services and get them satisfied,

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Accounting & Information System	University of Dhaka	CGPA:3.35 out of 4	2010	1 year
Bachelor of Business Administration (BBA)	Accounting & Information System	University of Dhaka	CGPA:3.28 out of 4	2009	4 years
HSC	Business Studies	Rifles Public School & College	CGPA:3.9 out of 5	2003	-

SSC	Business Studies	Rifles Public School & College	CGPA:4.63 out of 5	2001	-
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### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	Performance evaluation of ICB	Investment Corporation Of Bangladesh	Bangladesh	Motijheel	2010	3 months
Internship		Bangladesh Shilpa Bank	Bangladesh		2009	3 months

### **Professional Qualification:**

Certification	Institute	Location	From	To
Income Tax Practitioner	National Board of Revenue	35 Pioneer Rd, Dhaka 1000	December 5, 2017	December 6, 2017
CA-CC	The Institute of Chartered Accountants of Bangladesh (ICAB)	Dhaka	December 11, 2016	December 10, 2019

### **Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Preferred Job Category	: Accounting/Finance,Supply Chain/Procurement,Education/Training
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Australia, Canada, Egypt, Germany, Ireland, Switzerland, United Arab Emirates, United Kingdom, United States
Preferred Organization Types	: Banks,Leasing,Investment/Merchant Banking,Telecommunication,Govt./ Semi Govt./ Autonomous body,NGO,Trading or Export/Import,Multinational Companies,Embassies/Foreign Consulate,Pharmaceutical/Medicine Companies,Group of Companies,Tobacco

### **Skill:**

Fields of Skill	Description
<ul style="list-style-type: none"> <li>• Auditing</li> <li>• Accounting</li> <li>• Financial Reporting</li> <li>• Tax (VAT/ Customs Duty/ Income Tax)</li> <li>• Cost and Inventory Management</li> <li>• MS Office suites</li> <li>• Tally ERP 9 Prime</li> <li>• Export/ Import through L/C</li> <li>• Communication</li> <li>• Problem Solving Skills</li> </ul>	<ul style="list-style-type: none"> <li>? Strong technical accounting skills</li> <li>? Excellent research and financial analysis abilities</li> <li>? In-depth management reporting</li> <li>? Developing and implementing financial systems and controls</li> <li>? Budgeting and forecasting</li> <li>? Facilitation of internal and external auditing procedures</li> <li>? Regulatory compliance</li> <li>? Staff management and development</li> <li>? In-depth knowledge of accounting regulations and standards (IAS &amp; IFRS)</li> </ul>

## **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	Medium	Medium	Medium
English	Medium	Medium	Medium

## **Personal Details :**

Father's Name : MD. KAIKAUS MIA  
Mother's Name : KHADIJA BEGUM  
Date of Birth : 23 Jul 1986  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : 160 Hasan Nagar, Kamrangirchar, Dhaka  
Current Location : Dhaka  
Blood Group : O-

## **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name :	Mr. Amirus Salat	Sujan Kumar Saha, FCA FCMA
Organization :	Dhaka University	United Dhaka Tobacco Limited
Designation :	Associate professor	Manager, Entity Reporting & control
Address :	Department of Accounting & Information Systems	Dhaka.
Primary Mobile No :	01301378861	01707500555
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Relation :	Academic	Family Friend