

Mir Shafikul Islam

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CAREER OBJECTIVE

To build up a **professional career** in a dynamic organization which will facilitate me to handle any challenging activity by applying my academic and professional advancement and helping the organization with maximum efforts to achieve its ultimate goal.

SUMMARY OF QUALIFICATION AND ACHIEVEMENT

Studying in Business and operational level at (ICMAB), 700 marks completed

BBA and MBA (Finance) from American International University- Bangladesh (AIUB)

Total Year of Experience: **5 years**

Assistant Manager – Finance & Accounts

Doreen Power Generations and Systems Ltd.

Company Location: 192/A, Lane-01, Mohakhali DOHS, Dhaka- 1206

Major duties and responsibilities

- # Checking the accuracy of L/C opening commission charge, acceptance commission, confirmation commission, discounting charge and posting in software
- # Checking the accuracy of UPAS interest charge and final settlement and posting in the software
- # Checking and posting bill of entry and C & F charges
- # Checking and posting marine insurance bills and other related expense
- # To ensure submission of Income Tax return, Tax return assessment and withholding Tax return in due time along with the required documents for that purpose
- # Preparing TDS & VDS Challan and Posting in software
- # Prepare & submit monthly VAT Returns and maintain all kind of documents
- # Prepare and maintain VAT 6.1 and 6.2 and other related documents
- # Issue VDS certificate i.e. VAT 6.6
- # Maintain liaison with VAT, Tax and relevant authorities and give responses to their queries
- # Sales & Purchase Invoice Checking & Posting
- # Checking & posting payment voucher and receipt voucher, Contra voucher and journal voucher in Tally.ERP9 software
- # Handling internal and external audit about LC, VAT & Tax related queries
- # Receiving & checking plant petty cash bill & posting in Tally.ERP9
- # Preparation of Bank and inter-company reconciliation.
- # Prepare monthly revenue bill for gas based plants
- # Doing any other work assigned by the Supervisor/management

ACADEMIC QUALIFICATIONS

Exam Title	Institution	Major	Result	Passing Year
MBA	American International University- Bangladesh (AIUB)	Finance	3.60 In 4.0 Scales	2019
BBA	American International University- Bangladesh (AIUB)	Accounting & Finance	3.38 In 4.0 Scales	2017
HSC	Nurul Amin College, Madaripur	Business Studies	4.80 in 5.0 Scales	2012
SSC	Palong Tulashar Gurudas Govt. High School, Shariatpur	Business Studies	4.31 In 5.0 Scales	2010

TRAINING SUMMARY

Training Title	Institute	Year	Duration
"New VAT Law and its Implementation"	The Institute of Cost and Management Accountants of Bangladesh	June 2019	2 days
"Certificate Course on Income Tax Management & focusing on Budget"	Institute of Professional Development Programs (IPDP Training)	July to August 2019	10 Days
Certificate Course on eTDS System	Taxes Zone-13, Dhaka	March 2022	Day Long

COMPUTER SKILLS

Experienced in using various computer application software including **Tally.ERP9, MS Office & Minitab 17 Statistical software**

PERSONAL STRENGTH

- Possess strong oral and written communication, interpersonal, creative, leadership and team-working skills
- Have ability to assimilate new ideas, concepts, methods and technologies
- Dedicated, innovative and self-motivated team player/builder with a superior work ethics

PERSONAL DETAILS

Father : Mr. Mir Bazlur Rashid
Mother : Mrs. KamrunNahar
Date of birth : 24 July 1994
Permanent address : Village-Bhadrason, Post-Bhadrason, Upazilla-Shibchjar, District - Madaripur, Division-Dhaka, Bangladesh.
Blood Group : O+
Religion : Islam (Sunni)
Marital status : Un-married

REFERENCES

Muhammad Amzad Shakil, ACA

Deputy General Manager (Finance & Accounts)
Doreen Power Generations and Systems Ltd.
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Cell: 01730709673
E-mail: shakil@doreenpower.com

Masudur Rahman Bhuiyan, FCS

Deputy General Manager & Company Secretary
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