

RESUME OF MDRASEL

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Mohakhali, Gulshan, Dhaka-1212.



CAREER OBJECTIVE:

Versatile and detail-driven professional with strong command over VAT, Taxation, Finance, Accounts, Commercial Operations, and Internal Audit. Proficient in regulatory frameworks including RJSC compliance, licensing, and insurance formalities. Experienced in leveraging software and digital tools to enhance financial efficiency, ensure compliance, and streamline operational processes. Eager to contribute strategic insight, analytical expertise, and cross-functional knowledge to a dynamic organization committed to growth, governance, and innovation.

KEY AREAS OF EXPERTISE:

- VAT & TAX Compliance
- Financial Reporting & Analysis
- Accounting Bookkeeping
- Commercial Operations
- Internal Audit & Risk Management
- RJSC Filing & Corporate Compliance
- Licensing & Regulatory Affairs
- Insurance Claim Handling
- Software Linguistics
- Powerfull Leading

TECHNICAL SKILLS:

- ❖ Accounting Software: [Tally, QuickBooks, SAP, Oracle]
- ❖ Taxation Tools: [NBR portal, VAT software]
- ❖ Data Analysis: [Excel (Advanced)]
- ❖ ERP & Financial Systems
- ❖ Document Management & Compliance Platforms
- ❖ MS Office, Adobe Photoshop, Illustrator

PROFESSIONAL SKILLS:

- ◆ Cost and Management Accounts (CMA), Study Level- Management Level (Level-3), ICMAB
- ◆ Income Tax Practitioner (ITP), Member of Dhaka Taxes Bar Association, Registration No.: R00737

SOME TOP NON- ACADEMIC ACHIVEMENTS:

- ✓ Excellent negotiation, interpersonal communication skills.
- ✓ As a presenter able to express any proposed matter to absolute authority/ audience in brief.
- ✓ Have unique concept and capability to arrange any programmed.
- ✓ As a young writer have some dynamic recreation to write any report & also quick decision maker.
- ✓ Good & speedy hand writing at any glance.

LANGUAGETIC CRITERION:

Bengali : Reading, Writing and Speaking are high.
English : Reading, Writing and Speaking are high.
Hindi : Reading, Writing are medium and Speaking are high.

PROFESSIONAL EXPERIENCE:

① SR. MANAGER-FINANCE & ACCOUNTS, VAT & TAX (JUNE 01, 2021 TO TILL NOW):

IRONMAN COMPANY LTD. (Manufacturing Organization of S.S Pipe & Sheet)

Head Office: Dhaka, Bangladesh

Duties/Responsibilities:

- ☞ Oversee day-to-day accounting operations including general ledger, accounts payable/receivable, bank reconciliations, and cash flow management.
- ☞ Ensure timely and accurate preparation of financial statements and management reports in compliance with accounting standards and organizational policies.
- ☞ Manage and supervise the preparation and submission of VAT, income tax returns, and other statutory filings as per regulatory requirements.
- ☞ Coordinate internal and external audits; ensure implementation of audit recommendations and improvements in internal control systems.
- ☞ Monitor and manage commercial transactions, vendor and client accounts, pricing, invoicing, and credit control.
- ☞ Ensure proper documentation and filing with RJSC (Registrar of Joint Stock Companies) including annual returns, share transfers, and regulatory updates.
- ☞ Handle licensing processes for company operations and coordinate with government and legal authorities.
- ☞ Administer and monitor insurance policies, claims, and risk assessments for company assets and employee benefits.
- ☞ Implement and manage ERP/accounting software solutions to streamline processes, enhance reporting, and support data-driven decision-making.
- ☞ Lead, mentor, and train the accounts team to maintain high performance and ensure professional development.

② MANAGER-TAX & VAT (JULY15,2018-MAY31,2021):

APEX HUSAIN GROUP (Manufacturing Organization of Apex Foam, Husain Tyre)

Head Office: Dhaka, Bangladesh

Duties/Responsibilities:

- ☞ Tax & VAT planning and dealing the related issues for the group.
- ☞ Preparation of Financial Statements for the group according to ITO-1984.
- ☞ Preparation & filling Corporate Tax Return and attend hearing in cases for the group.
- ☞ Preparation & filling VAT Return and attend hearing in cases for the group.
- ☞ Ensure proper documentation and maintain necessary records in respect of income tax and VAT related issues, TDS, VDS, AIT & other hearing related documents for the group.
- ☞ Prepare & submission of Salary Return (u/s 108 & 108A of ITO 1984).
- ☞ Prepare & filling of Withholding Tax Return u/s-75A for the group.
- ☞ Advance tax u/s-64 calculation for the group and submission of pay order to take prior permission of management.
- ☞ Prepare independently of Grounds of appeal for 1st & 2nd Appeal for the group.
- ☞ Dealing the matters of taxable income of employees & TDS and also prepare & issue of Salary & TDS certificate u/s-58 & E-TIN activation for employees for the group.
- ☞ Preparation & filling Individual Tax Return and attend hearing in cases for the group.
- ☞ Preparation of bank deposit analysis as per Financial Statement.
- ☞ Making various forwarding letter for TAX & VAT office, Submission time extension letter for various issues.
- ☞ Dealing the matters of vendor TDS & VDS and also prepare & issue of vendor TDS certificate u/s-58 & VDS Certificate for the group.

3 DEPUTY MANAGER-FINANCE & ACCOUNTS (SEPTEMBER 22, 2015 - JULY14,2018):

SOLAR ELECTRO BANGLADESH LTD. (Distributor of Xiaomi Mobile Phone & Sponsor of Monpura, Kacikata & Noapara Solar Mini Grid)

Head Office: Dhaka, Bangladesh

Duties/Responsibilities:

- ☞ Assist in leading the finance and accounts department in managing overall financial operations, budgeting, forecasting, and financial planning.
- ☞ Prepare and analyze monthly, quarterly, and annual financial statements to ensure accuracy and compliance with regulatory standards and internal policies.
- ☞ Supervise the preparation and timely filing of VAT, TDS, income tax returns, and related statutory obligations.
- ☞ Monitor day-to-day accounting operations including general ledger, receivables, payables, payroll, and bank reconciliations.
- ☞ Support the implementation of internal audit programs and ensure adherence to internal control systems across departments.
- ☞ Collaborate with commercial and procurement teams to monitor inventory valuation, supplier payments, and cost control.
- ☞ Maintain corporate compliance through accurate RJSC filings, license renewals, and regulatory documentation.
- ☞ Coordinate with software/ERP vendors to ensure smooth integration and maintenance of finance modules.
- ☞ Provide leadership and support to junior team members, ensuring timely deliverables and compliance with organizational goals.

4 SR. OFFICER-ACCOUNTS (SEPTEMBER 01, 2012 - SEPTEMBER 21, 2015):

Globe Pharmaceuticals Group of Companies Ltd.

Head Office: Noakhali, Bangladesh, Depot. Office: Kathmunda, Nepal

Duties/Responsibilities:

- ☞ Sales Data Entry, Accounts Receivable Reconciliation, Credit Note & Sales Register Maintain.
- ☞ Receipt & Payment Statement-Cash Book, Bank Book, Petty Cash, Bank Reconciliation.
- ☞ Purchase Data Entry & Purchase Register Maintain.
- ☞ Prepare Salary Sheet, Attendance Monitoring.
- ☞ LC Open, Document Release, Bank Payment, C&F Payment.
- ☞ Prepare Daily, Monthly, Yearly Inventory Report, Sales Van Inventory Monitoring.
- ☞ Cash Collection from Sales Van, Bank Deposit.
- ☞ Prepare Requisition, Comparison Statement, Work Order & Supplier Payment.
- ☞ Prepare Debit Voucher, Credit Voucher.
- ☞ Transport, Labour & Traffic Handling.
- ☞ Tally Entry.
- ☞ Preparation of Financial Statement.

ACADEMIC QUALIFICATIONS:

✧ **Masters of Business Studies,**
Passing Year:2010
Department: **Accounting**
Result: First Class (63.60%)
Noakhali Govt. College- Noakhali
National University- Bangladesh.

✧ **Bachelor of Business Studies,**
Passing Year:2009
Department: **Accounting**
Result: Second Class (56.26%)
Noakhali Govt. College- Noakhali
National University- Bangladesh.

✘ **Higher Secondary Certificate,**
Passing Year: 2005
Group: Business Studies
Result: 3.70 Out of 5.00 (74.00%)
Chatkhil Panchgaon Mahbub Govt. College-
Noakhali
Cumilla Board- Bangladesh.

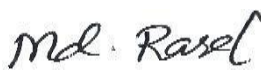
✘ **Secondary School Certificate,**
Passing Year: 2003
Group: Business Studies
Result: 3.75 Out of 5.00 (75.00%)
Narayanpur R. K High School- Noakhali
Cumilla Board- Bangladesh.

PERSONAL DETAILS:

Father's Name : Md.Abdur Rob
Mother's Name : Nurjahan Begum
Date of Birth : August 15, 1987
Gender : Male
Marital Status : Married
Name of Spouse : Khaleda Begum
Nationality : Bangladeshi by born.
National Id No. : 731 302 5012
Passport No. : EA0371484
Religion : Islam
Present Address : G.P. JA-138, Mohakhali Wireless Gate,
Gulshan, Dhaka-1212.
Permanent Address : Vill-East Laxminarayan Pur, P.O- Noakhali-3800,
P.S-Sadar, Dist-Noakhali.
Email ID : raselbappy201041@gmail.com
Contract Number : 01855 770 773

REFERENCE:

	Reference: 01	Reference: 02
Name	: A.N.M. Ashiqur Rahman, FCMA	Md. Mahbubul Hassan, FCMA
Organization	: Sea Resources Group	FARMm Group
Designation	: Head of Accounts & Finance	Advisor
Address	: Rangs Bhaban, Level-2, 117/A, Old Airport Road, Tejgaon, Dhaka-1215	Office: House-80, Apartment-3B, Road-02, Banani Chairman Bari, Banani, Dhaka-1213.
Mobile	: +8801931012174	+8801710150668
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Relation	: Professional	Professional

SELF **General** : 

SINGNATORY **Initial** : 