

Resume of Md. Rafeul Alam



Mailing address:

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Email-: mdrafe622@gmail.com

Cell No : +8801795-606355

Career Objective

Build up a challenging and rewarding career in an organization that provides structured career advancement within the extent of competitive and dynamic business environment and face challenging opportunities with sincerity, punctuality, commitment and hard work.

Strength

Positive and professional attitude, hardworking and dynamic, accommodating, and having good understanding on acts, rules, regulations, policies and strong sense of responsibility and capable of quick service delivery.

Key Qualifications

- Knowledge on preparation of group financial statements;
- Good IT skills, especially strong knowledge on M/S Word, M/S Excel, M/S Power point & web browsing
- Capable to work in a team environment

Professional Details

One Year's Plus Chartered Accountants course running (Principal Md. Abdur Rahim Miah, FCA) from **Islam Jahid & Co.** Chartered Accountants under The Institute of Chartered Accountants of Bangladesh (ICAB) vide registration # 41089/25. Islam Jahid & Co. I was trained there in Auditing, Accounting as well as Taxation and accounting services to a number of clients.

Company Location: 128/1, East Tejturi Bazar (2nd Floor & 3rd Floor) Kawran Bazar Dhaka-1215, Bangladesh.

Professional experience

Position : Article Student

Organization : Islam Jahid & Co.

Duration : 22 September 2024 to continue

Level : Certificate Level

Pass : No

Job Responsibility:

- ✓ Planning and performing operational and financial audits
- ✓ Identifying business process risks.
- ✓ Develop and implement internal auditing policies, procedures, and program.
- ✓ Documenting the results of the evaluations.
- ✓ Developing recommendations and reports based on audits and presenting these ideas to senior management.
- ✓ Planning and allocating resources and individuals in accordance with skills and schedules.
- ✓ Prepare bank reconciliation statement
- ✓ Annual audit & preparation of financial statement which will be submitted to tax office and Board of Investment (BOI) and other regulatory agencies.
- ✓ Personal return preparation, submission, assessment and collection of tax clearance certificate
- ✓ Audit and accounts preparation of Provident Fund, Gratuity fund & Worker Profit Participation Fund
- ✓ Preparing concept paper and project profile/project proposal /yearly budget.
- ✓ Audit of financial statements as per ISA, Company Act and other related laws;
- ✓ Preparation of overall audit strategy and audit plan covering matters;
- ✓ Discuss with top management about management report and others;
- ✓ Preparation of financial statements and advising, assisting in preparation and maintenance of books of accounts i.e., ledger, cash book, vouchers etc.;
- ✓ Checking of suppliers and vendors bill and arrange payment by deducting TDS/VAT as per local law.

Proficiency:

Bengali
English

Speaking

Excellent
Good

Reading

Excellent
Excellent

Writing

Excellent
Excellent

Course Name	Institution	Department	Result	Passing Year	University/Board
(M.B.A)	Satkhira Govt. Collage	Accounting	Appeared	2023	National University
(B.B.A)	Satkhira Govt. Collage	Accounting	CGPA-2.68 (Out of 4)	2022	National University
(H.S.C)	Satkhira Govt. Collage	Business Studies	GPA-3.92 (Out of 5)	2018	Jessore
(S.S.C)	Satkhira P N School & Collage	Business Studies	GPA-4.28 (Out of 5)	2016	Jessore

Computer literacy

- ❖ Microsoft Office Programs (M/S Word, M/S Excel & M/S Power point) Internet and E-mail browsing.
- ❖ Six-month experience certificate of basic computer and 02 years outsourcing experience about web-design and web-marketing

Hobbies & Interest

Traveling, Playing, Gardening, reading literature and interest of reading books, participation in social works etc.

Personal Details

Name : Md. Rafeul Alam
Fathers Name : Md. Zahedul Alam
Mothers Name : Lipika Sultana
Date of Birth : 30th June 1999
Gender : Male
NID No : 2854298987
Nationality : Bangladeshi
Marital Status : Married
Religion : Islam
Permanent address : Ayenuddin Mahila Madrasa Road, Ittagasa, Satkhira 9400
Blood Group : B+

Reference

1. Md. Jahidul Islam FCA

Managing Partner

Islam Jahid & Co.

Chartered Accountants

128/1, East Tejturi Bazar (2nd Floor), Kawran Bazar, Dhaka-1215.

Cell No- 01719-922117

jahialif@gmail.com

2. Md. Jahangir Alam

Director (Audit, Tax & VAT)

VAT Consultant NBR

Islam Jahid & Co.

Chartered Accountants

128/1, East Tejturi Bazar (2nd Floor), Kawran Bazar, Dhaka-1215.

Cell No- 01639-000111

jahangir@islamjahid.com.bd

Certification

I, the undersigned, declare that, to the best of my knowledge and belief, this resume correctly describes my qualifications, my experience and objectives. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.



Thanking You,
Md. Rafeul Alam