



Saba Tasbir Radi

ITP,CA(CC),MBA,LL.B

CONTACT DETAILS

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Mohammadpur,Bosila,Dhaka

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CORE SKILLS

HARD SKILLS

- Financial reporting
- Financial analysis
- Cash flows management
- Budgeting & forecasts
- Income Tax Return
- VAT, Tax & Customs Act
- Auditing
- Business Laws & Regulations
- IFRS, IAS

SOFT SKILLS

- Leadership
- Communication
- Team Work
- Time Management
- Critical Thinking
- Problem Solving
- Decision Making

CERTIFICATION

- Certified from Mollah Quadir Yusuf & Co. Chartered Accountants as Course Complete (CC)

- Income Tax Practitioner Certified from National Board of Revenue.



CAREER OBJECTIVE

To build a professional career in the Accounts, Finance, VAT & Taxation sector where I can utilize my academic knowledge as an ITP, CA student, and MBA graduate to contribute effectively to the organization through financial analysis, accounting, compliance, and strong professional ethics while continuously developing my skills and expertise.



PROFESSIONAL SUMMARY

- ✦ Having almost 03 Years of experience in the field of Accounts & Finance and Vat & Tax Sector. Easily adaptable to any environment, able to work under pressure, producing the required results. Have excellent planning, analytical and problem-solving skill, knowledge of advance accounting standards.



QUALIFICATIONS

CA Certificate (attempted)	The Institute of Chartered Accountants of Bangladesh (ICAB) (Certificate Level)
MBA, 2022	National University Accounting, CGPA – 2.81 out of 4
BBA, 2021	National University Accounting, CGPA – 3.02 out of 4
HSC, 2017	Ideal College. Business Studies, GPA – 3.42
SSC, 2015	Mohammadpur Model School & College Science, GPA – 3.89



PROFESSIONAL DEVELOPMENT & TRAINING

Seminar on “Income Tax Act 2023”	National Board of Revenue Duration: 01 Day
Advanced Excel	The Institute of Chartered Accountants of Bangladesh (ICAB) Duration: 06 Days
Seminar on “RJSC & VAT Act 2012”	Job Media. Duration: 01 Days
	The Institute of Chartered Accountants of Bangladesh (ICAB) Duration: 02 Days



Professional Experience

February 01' 2024 to February' 2027 (3 years)

Mollah Quadir Yusuf & Co.
Chartered Accountants
Audit In-Charge (Annexure-1)



ACCOUNTING PACKAGE

- ✓ Tally ERP 9 & Prime
- ✓ Oracle



PROJECTS

- Project Accounts
- Analysis of Financial Ratio



IT & COMPUTER SKILLS

MS Word

MS Excel

MS Power
Point

Full
professional
proficiency



LANGUAGE SKILLS

Bengali
English

Native
Professional
working
proficiency



Key Deliverables

- Preparing Monthly, Quarterly, Half Yearly and Yearly Accounts for Management Purpose.
- Preparing audited accounts comply with International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS).
- Yearly Inventory/Cash Counting and Reporting.
- Checking Bill Voucher.
- Reviewing Transaction records in Software.
- Reviewing TDS & VDS Issue of Local & Import Bills.
- Dealing with External Auditors
- Preparing of Bank Reconciliation Statement.
- Preparing of Cash Flow Statement.
- Monitoring of Mushak 6.1, 6.2, 6.3 & 9.1
- Preparing and submission of monthly VAT Return, withholding tax return.
- Monthly Factory & Depot Audit.
- Employees TDS Calculation against Salary U/s 86 (ITA 2023)
- Preparing and submission of Withholding Tax Return U/s 75A (ITO 1984) or U/s 177 (ITA 2023).
- Preparing and submission of Salary Tax Return U/s 108 & 108A (ITO 1984) or U/s 177 of Schedule 1, f & g of SRO 206 (ITA 2023).
- Preparing and submission of yearly Tax Return Sec.165 & 166 (ITA 2023).

PERSONAL INFORMATION

Father's Name	:	Km.Zaman
Mother's Name	:	Nazneen Zaman
Date of Birth	:	18 February 1999
Nationality	:	Bangladeshi
Religion	:	Islam
Marital Status	:	Unmarried
Blood Group	:	O+
NID Number	:	3761329303
Permanent Address	:	village: Tona, Post Office: Khasial Thana: Noragati, District: Khulna



REFERENCE

1. Md. Musfiqur Rahman FCA
Managing Partner
Mollah Quadir Yusuf & Co.
Chartered Accountants
House # 63/F (3rd Floor),
Kalabagan, Dhaka- 1209
Phone: +8801979547366

2. Mizanur Rahman Chowdhury
owner
Chowdhury Knit Fabrics.
Chowdhury Trading
Phone: +8801714-137087



DECLARATION

I hereby assure that the above information furnished by me is true & correct to the best of my knowledge. I hope that the above-mentioned particulars will meet your requirements and if given a chance to prove myself, I assure you that I will do the best to fulfil company's adjectives.

Signature

MAJOR AUDIT ENGAGEMENTS

During my CC period, I have gained experiences in auditing and accounting service in various types of organization i.e. Private companies, bank, non-banking financial institution, manufacturing company, service organization, provident fund, gratuity fund and NGOs'. Instances are entailed below:

Name of Organization	Nature of Organization	Engagement Types
Mona Financial Consultancy Ltd. AD Holding Ltd.	Financial Institution	External Audit
ORG Quest & Research Limited ADN International Gateway Limited ADN Eduservices Limited Basundhara Amusement Park Limited Basundhara Multi steel Limited Ingen Technology Limited Korea Consultants International Co.Ltd Yoosgin Engeneering Co.Ltd Fare Builders Limited	Private Limited	External Audit,Tax Consultant
Association for Land Reform & Development (ALRD) INCIDIN Bangladesh Wave Foundation Hope Bangladesh Room to Read Bangladesh Moanghor Medglobal	NGO	Tax Consultant & Accounts Executive
Noman Group (one of the leading textiles in Bangladesh) Aptech Group (one of the leading textiles in Bangladesh) SF Group (one of the leading textiles in Bangladesh) TSP Complex Limited ABS Cables Limited Huizhou Bhaijia Glove Company Limited	Manufacturing	External Audit
Manami Fashion Limited PPS Plastic Industries Limited	Manufacturing	Internal Audit
Carsa Foundation Seba Nari Shishu Kallyan Samity Samannita Janakallyan Kendra	Microcredit	External Audit