

C.V of

ENAMUL HUQ

Permanent Address: Vill: Kazir Taluk, P.O: Moghadia-4321,

P.S:Mirsarai, Chattogram

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Career Objective

To serve in a responsible Mid-Level position at a well-structured organization and successfully apply acquired knowledge of accounting, finance, and managerial skills to enhance organizational efficiencies.

Career Summary

Expertise to handle a diverse range of a group of companies including finance and accounts, decision-making process, company secretarial matters, cost control and saving, banking, Loan process, disbursed & timely payment, forecast & budgeting, payroll, taxation, timely update insurance policy, financial control and business development, Risk management, and reporting process, etc.

Employment History:

Organization Name	Summit Alliance Port Limited (SAPL), A Public Limited Organization.
Job Location	South Patenga, Katghar, Chattogram-4204
Current Designation	Assistant Manager (Finance & Accounts) From July 01, 2021, to Continuing
Promoted Designation	Senior Executive (Finance & Accounts) From July 01, 2017, to June 30, 2021 (4 years)
Joining Designation	Senior Officer (Cash & Inventory Management) From June 02, 2015, to June 30, 2017 (2 Years)
Years of Employment	9.6 years (From June 02, 2015, to Continuing)

Duties & Responsibilities:

- ❖ Preparing monthly Management accounts.
- ❖ Preparing of Project Account.
- ❖ Preparing Financial Statements for Quarterly, Half Yearly & Yearly.
- ❖ Analyse the financial transactions & ensure the posting to the right cost centre & class of accounts.
- ❖ Support the management in arriving at profitability analysis, costing, budgeting & MIS Report of Accounts & Finance.
- ❖ Recording loan position & timely report for MIS.
- ❖ Maintain banking relationships and prepare periodic financial reports.
- ❖ Monitor all bank payments through RTGS & EFTN.
- ❖ Work with an External Auditor with providing related documents for preparing Financial Statement.
- ❖ Collection of all related documents for filing Annual Tax Returns.
- ❖ Ensure all Insurance policy renewal and agent commission.
- ❖ Ensure collection of AIT Challan from Clients and keeping the record for the future.
- ❖ Reconcile all accounts with Bank
- ❖ Monitor supplier's accounts & payment status as per ITO 1984.
- ❖ Evaluate the reliability and integrity of information and ensure the efficient and effective use of resources.
- ❖ Perform other analytical work assigned by Higher Authority.

Professional Qualification

Course Name	C.A (CC) From August 2012 to July 2015 (3 years)
Name of Institution	Institute of Chartered Accountants of Bangladesh ICAB)
Name of C.A Firm	Basu Banerjee Nath & Co. (Chartered Accountants) Chattogram Branch

Educational Qualification:

Exam Title	Major/Subject	Institute	Result	Passing Year
Master of Business Studies(MBS)	Accounting	Govt. Commerce College, Chattogram (Under National University)	2 nd Class	2011
Bachelor of Business Studies(BBS)	Business Studies	Nizampur College, Chattogram (Under National University)	1 st Class	2009
Higher Secondary Certificate(HSC)	Business Studies	Professor Kamal Uddin Chowdhury College (Under Chattogram Board)	3.50	2005
Secondary School Certificate(SSC)	Business Studies	Moghadia High School (Under Chattogram Board)	2.94	2003

Career & Application Information:

Looking For Mid-Level Job
Available For Full Time
Preferred Job Category Accounts & Finance, Internal Audit, VAT & Tax,

Personal Details

Father's Name Mr. Mofizur Rahaman
Mother's Name Mrs. Nur Jahan Begum
Present Address Mobassara Kutir, House No-505-3-631, Road No-46,East Mir Bari, Gousia, Market, Double
Mooring, Chattogram-4100
Religion Islam
Date of Birth 20/03/1986
Marital Status Married

Computer Skills

MS Word, MS Excel, MS PowerPoint, Outlook, Tally ERP, Techno Vista, etc.

Language Competency

Bangla: Mother Tongue.

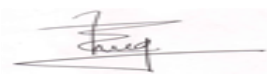
English: Well in both speaking and writing.

Reference-1

Mr. Gobinda Chandra Paul, FCA
Partner,
Basu Banerjee Nath & Co
Chartered Accountants
Agrabad, Chattogram
Mobile: 01715-041250
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Reference-2

Mr. Shakawat Hossain(Murad)
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