

SHISHIR RAJBANGSHI

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Career Objective:

To develop my career in the field of Accounting Operations, Finance, Taxation, and Internal Audit Services with an organization and apply my knowledge and skill sets to make a difference through hard work, ethics, empathy, and dedication.

Special Qualification:

CA partly qualified, 14 subjects completed out of 17

Employment History:

Total Year of Experience: 9.6 yrs

1. Manager - Finance (1.2 yrs)

(16 Aug 2023 - Continuing)

Friendship

Duties/Responsibilities:

- To review and verify financial transactions, activities, financial documentations taking necessary steps /correction on financial compliance
- To monitor the monthly budget plan, cost control of the requisition and follow up activities cost with program in charge
- To prepare project financial reports, especially Periodical Budget Variance for overseeing the spending and share to supervisor and respective program in charge
- To ensure the accounting transactions (Field and Head office) are up-to-date posted in the system - To check bank reconciliations and related project`s financial statements regularly
- To identify any transactions which is not accounted for in the system
- Respond to queries and requests from the Regional Offices on any unplanned activities, which were not previously planned
- To monitor fund flow of specific project, submitting payment requests against approved budget from donors in a timely manner
- To prepare financial reports of specific Projects for all Donors as well as forecast periodical financial requirements in compliance with the contribution agreement with donors
- To follow up vendors payments (by check and/or transfer) in accordance with Friendship`s financial guidelines
- Prepare project financial statement for audit purpose
- Ensure compliance with requirements relating to tax, audit and NGO Affairs Bureau
- To provide budget clearance and guidance to the Program person on project related
- Complete reports to donors and submit those on a timely basis after appropriate review with the supervisor
- Assist to prepare new budget for new project proposals submitted to donors and ensure that they comply with Cost Recovery principles, highlighting any compliance issues that might arise
- Any other task assign by the management.

2. Manager (4.1 yrs)

(1 Aug 2019 - 15 Aug 2023)

Hellotask Platform Ltd. (A partner organization of Oxfam International)

Duties/Responsibilities:

- Ensure proper financial management and accounting processes in management of Organizations policies and procedures as well as national legal requirements and internationally accepted accounting standards
- Ensure accuracy of financial statements and other reports required by donor and management
- Ensure all accounting records and supporting documentation for all financial transactions are maintained in a systematic order and a safe and secure condition under the custody of the organization.
- Maintain effective control over cash and bank, and ensure that the project and partners` funds are well managed and that adequate funds are available to meet the organization`s responsibility
- Execute all necessary financial accounting activities and checks, assuring complete and correct allocation of costs and time, and ensure that internal and external financial reporting complies with the relevant financial standards and regulations
- Manage & review procedures for processing income, payments, payroll, monthly, quarterly, and year end accounting including VAT and Tax return, bank and cash management, advances and loans, and financial policies and procedures
- Facilitate and guide necessary teamwork in carrying out daily tasks (cash disbursement, receiving cash, maintaining bank book, payment through banking channel, fund transfer to other operational accounts etc).
- Ensure accounts and finance team accountability and smooth team functions
- Ensure all types of reports related to NBR like monthly VAT & TAX report, six monthly withholding tax return, 108 & 108A etc.
- Ensure accurate deduction of TAX and VAT of all projects timely submission to the govt. treasury to ensure compliance.
- Periodical budget preparation and forecasting
- Inventory and Fixed Assets Management

3. Senior Executive (4.2 yrs)

(16 May 2015 - 25 Jul 2019)

Bashundhara Group (Paper Sector)

Duties/Responsibilities:

- Preparation of Financial Statements, Notes to the Accounts and Analysis in accordance with IAS, BAS, and IFRS
- Recording and verification of all types of vouchers
- Journal voucher, Receipt vouchers and Payment vouchers
- Intercompany ledger reconciliation and monitoring
- Monthly Trial Balance verification
- Monitoring and recording of Bank transactions
- Preparation of Bank reconciliations and follow up reconciling items
- Bill checking, party payment and suppliers balance reconciliation
- Conduct with Suppliers and Customers for Balance confirmation
- Preparation and verification of daily receipt & payment statement
- Recording of provisions and reversal of provisions
- Prepare salary statement (payroll) preparation and verification
- TDS/VDS deduction, deposits and recordings
- Corporate Tax return related works and VAT return related documentations
- Calculate Individual payroll tax, preparation and submission of 108, 108A as per ITO 1984
- Obtain voucher approval/cheque signing from management
- Assisting external auditor in conducting External Audit
- Additional responsibility- Recordings and Reporting of
 - Bashundhara Airways Ltd
 - Bashundhara Special Children Foundation
 - Bashundhara Paper Mills Ltd : Workers Profit Participation Fund
 - Bashundhara Paper Mills Ltd : Staff Provident Fund Ltd.

Academic Qualification:

Exam Title	Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Finance	Jagannath University	CGPA:3.42 out of 4	2018	2
Bachelor of Business Administration (BBA)	Finance	Victoria University of Bangladesh	CGPA:3.25 out of 4	2015	4
HSC	Business studies	Dhaka City College	CGPA:5 out of 5	2010	2
SSC	Business studies	St. Francis Xaviers Girls High School	CGPA:5 out of 5	2008	10

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Practical aspects of VAT and SD Act 2012	VAT and SD Act 2012	The Institute of Chartered Accountants of Bangladesh (ICAB)	Bangladesh	Online	2024	3 days
Changes in Income Tax Act 2023 and Rules	Finance Act 2024, Poripatra, Income Tax Act 2023, Rules and relevant SROs	Corporate Academy	Bangladesh	Online	2024	15 days
Workshop on 'Significant Audit Areas'	Audit techniques & documentation	The Institute of Chartered Accountants of Bangladesh (ICAB)	Bangladesh	Physical	2023	3 days
IFRS 15: Revenue from Contracts with Customers	IFRS 15	The Institute of Chartered Accountants of Bangladesh (ICAB)	Bangladesh	Online	2022	2 Days
How to maintain quality in Audit and Assurance Services	Audit and Assurance	The Institute of Chartered Accountants of Bangladesh (ICAB)	Bangladesh	Dhaka	2015	01 day

Professional Qualification:

Certification	Institute	Location	From	To
CA Advance Level Party Qualified - 01 Subject out of 03	The Institute of Chartered Accountant of Bangladesh (ICAB)	Dhaka	January 2, 2022	December 31, 2025
CA Professional level Partly Qualified (6 subjects out of 7)	The Institute of Chartered Accountants of Bangladesh (ICAB)	Dhaka	August 25, 2013	December 31, 2022
CA Certificate level Qualified (07 subjects Out of 07)	The Institute of Chartered Accountants of Bangladesh (ICAB)	Dhaka	January 1, 2011	August 24, 2013
CA Course Complete	AB Saha & Co. Chartered Accountants	Motijheel	December 30, 2010	December 29, 2014

Skills :

- Accounting and Finance
- Finance & Bank Operation
- Financial Reporting
- Taxes (VAT/ Customs Duty/ Income Tax)
- Familiar with local rules & regulations
- Audit (External, Internal, Special)
- Accounting Software (SAP, Quickbooks, Tally ERP 9, Redbook etc)
- Ability to work in team environment
- Problem solving & work ethics
- Hard working and meeting deadlines

Audit Experience:**Corporation Head Office:**

1. Bangladesh Power Development Board (BPDB)
2. Bangladesh Sugar and Food Industries Corporation (BSFIC)
3. Bangladesh Parjaton Corporation
4. Bangladesh Water Development Board (BWDB)

Insurance:

1. Bangladesh Co-operative Insurance Ltd.

Foreign Aided Project:

1. Secondary Education Sector Investment Program (SESIP) funded by ADB
2. Bangladesh Marine Fisheries Capacity Building Project-IDB funded
3. IDB Assisted Water Supply and Sanitation Project
4. SHOUHARDO Project- USAID & CARE BD
5. National AIDS/STD Program (NASP)
6. National Nutrition Program (NNP)-IDA funded

Govt. Organization:

1. Jalalabad Gas Transmission and Distribution System Limited
2. Sylhet Gas Field
3. Sundarbans Gas Transmission Company Ltd.

Multi-national Company:

1. LEA-Associates South Asia Pvt. Ltd. (LASA)

Reputed NGO:

1. ECO-Social Development Organization (ESDO)
2. Oxfam International
3. Green Hill
4. Jatio Tarun Shangha
5. PSTC

Others:

1. EURO Bangla Heart Hospital Ltd
2. Pan Pacific Hospital, Training and Research Institute Ltd
3. Cresnet Gastroliver & Hospital Ltd

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : Sunil Rajbangshi
Mother's Name : Kanan Rajbangshi
Date of Birth : 12 Feb 1992
Gender : Female
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Hinduism
Permanent Address : Auliabad, Dhaka Sadar HO, Dohar, Dhaka 1100
Current Location : Dhaka
Blood Group : A+

Reference (s):

	Reference: 01	Reference: 02
Name	Suman Chandra Bhowmik FCA	Masud Khan FCA, FCMA
Organization	Meghna Group of Industries	Unilever Consumer Care Limited
Designation	Sr. DGM (Accounts)	Chairman
Address	House # 23, Road # 24, Gulshan-2 Dhaka-1212, Bangladesh	House no-2, Road no- 138 Gulshan-1, Dhaka- 1212
Primary Mobile No	+88 01713-277444	+88 01711-565092
Primary Email	suman_accho@mgi.org	masud.khan@unilever.com
Relation	Professional	Professional

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Dhaka, Bangladesh