

# RESUME OF JASMIN SAMDANI CA-CC



## Mailing Address:

Mridha Villa; 226/B; North Tejkunipara; Tejgaon, Dhaka-1215.

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### CAREER OBJECTIVE

Would like to develop my career in the field of Finance and Accounts in a professional environment where career development to be achieved on the basis of performance appraisal and performance is measure through the achievement of targeted goals for the group and business community, where my professional experience, education and abilities would be advantageous to the growth of my employer and myself.

### CAREER SUMMARY

3+ years with invaluable experience in capital & operating budget, financial analysis & planning, financial statements & reporting, accounting policies & procedures, auditing, and accounting principles GAAP. I was engaged in various company accounts departments for developing accounting processes and maintaining accounts.

### PROFESSIONAL QUALIFICATION

Completed CA course (CA-CC) from **ACNABIN**, Chartered Accountants, A member Firm of bakertilly also am studying in **CA Certificate Level** (Pass 4 Subject out of 7) under the Institute of Chartered Accountants of Bangladesh (ICAB). The articleship period is from 25 November 2021 to 26 November 2024. Now I served at **ACNABIN** as an Assistant Manager from 01 December 2024 to Continue as Chartered Accountants.

### EXPERIENCE IN AUDITING

#### Multinational & Manufacturing Sectors:

Name of the Company	Scope of audit	Nature of work performed
Mahyco Bangladesh Private Limited.	Financial Statements	Statutory Audit
B Fashion Ltd.	Financial Statements	Statutory Audit
Korea Expressway Corporation (KEC)	Financial Statements	Statutory Audit
Arvind Limited	Financial Statements	Statutory Audit

#### NGO Sectors:

Name of the Organization	Scope of audit	Nature of work performed
Palli Daridro Bimochon Foundation (PDBF)	Financial Statements	Statutory Audit
Dhrubotara Youth Development Foundation(DYDF)	Financial Statements	Statutory Audit

#### Consultancy Service Sectors:

Name of the Organization	Scope of audit	Nature of work performed
System 9000 Private Limited	Financial Statements	Statutory Audit
URS Bangladesh Ltd.	Financial Statements	Statutory Audit

## Insurance Sectors:

Name of the Organization	Scope of audit	Nature of work performed
Bangladesh General Insurance Company Limited	Management Audit	Special Audit
Asia Pacific General Insurance Company Limited	Management Audit	Special Audit
National Life Insurance Company Limited(NLICL)	Management Audit	Special Audit
Nitol Insurance Company Limited (NICL)	Management Audit	Special Audit
Express Insurance Limited (EIL)	Management Audit	Special Audit

## Not for Profit Organization Sectors:

Name of the Organization	Scope of audit	Nature of work performed
Zoological Society of Bangladesh (ZSB)	Financial Statements	Statutory Audit
Biodiversity Conversation Trust Foundation	Financial Statements	Statutory Audit

## Agricultural Research & Development Sectors:

Name of the Organization	Scope of audit	Nature of work performed
Bangladesh Academy of Agriculture (BAAG)	Financial Statements	Statutory Audit

### PROFESSIONAL EXPERIENCE

Audited accounts of large number of Public & Private Companies, Finance & Investment Companies, Insurance Company, Brokerage House, Educational Institute, Government and Non-Government Organizations as team leader/team member of **ACNABIN** Chartered Accountants and gathered vast experience in prudential accounting method and reporting systems, financial policies, tax, personnel administration etc.

### TRAINING

- **Training on VAT and Its Practical Aspects:**  
**Institute:** Institute of Chartered Accountants of Bangladesh.  
**Duration:** 15 Days
- **Training on Tally Prime (ERP Tally) Institute:** Tally Academy (Process IT) **Duration:** 2 Months
- **Training on Microsoft Office Programs Institute:** Department of Social Service. **Duration:** 3 Months
- **Training on Accounting Software (Xero and Tally Prime) Institute:** Institute of Chartered Accountants of Bangladesh. **Duration:** 15 Days

### SELF

Hard working, self-motivated, enthusiastic, optimist, competent working with people and obviously goal oriented.

**JOB RESPONSIBILITY****In Audit, Accounting and Financial Reporting**

- Planning, monitoring, reviewing & controlling works of audit and assurance.
- Preparation of various budgets, Bank Reconciliation and Ageing Analysis.
- Preparation of Financial Statements along with disclosure in compliance with Accounting Standards.
- Preparation of Management Report relating to internal control system and compliances with applicable laws, rules and regulation.
- Analyzing and interpreting the weakness in the control system.
- Preparation of chart of accounts, establish the account for new business entity, audit engagement letter, appointment letter, professional clearance letter, audit program and management representation letter.

**LANGUAGE PROFECIENCY**

Fluency in **Bengali** over reading, writing, listening and speaking.  
Standard in **English** over reading, writing, listening and speaking.  
Standard in **Hindi** over listening and speaking

**IT KNOWLEDGE**

Sound in Microsoft word, excel, & power point presentation, Xero, Tally ERP 9.

**ACADEMIC RECORDS**

Exam	Year	Instituted	Result/G.P. A	University/Board
<b>M.B.A</b> (Accounting)	2019	Cumilla Victoria Govt. College, Cumilla.	2.78	National University
<b>B.B.A</b> (Accounting)	2017	Feroz Mia Govt. College, Brahmanbaria.	3.05	National University
<b>H.S.C</b> (Business Studies)	2013	Brahmanbaria Govt. Mohila College, Brahmanbaria.	4.10	Cumilla
<b>S.S.C</b> (Business Studies)	2011	Govt. Model Girls High School, Brahmanbaria	4.13	Cumilla

**PERSONAL INFORMATION**

Father Name : Md. Golam Samdani  
Mother Name : Jaharana Begum  
Date of Birth : 1 November 1995  
National ID No. : 2405767167  
Nationality : Bangladeshi  
Marital Status : Married  
Religion : Islam  
Permanent Address : Mridha Villa; 226/B; North Tejkunipara; Tejgaon; Dhaka-1215

**REFERENCES**

**Iftekhhar Hossain, FCA**  
Partner,  
**ACNABIN, Chartered Accountants**  
Cell No.: 01716-89140

**Md Mominul Karim, FCA**  
Partner (ACNABIN, Chartered Accountants).  
Cell No.: 01709-873322

**CERTIFICATION**

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

Thanking You,

  
**Jasmin Samdani**