

## **RAKIB HASAN**

📍 Beradoma, Tangail Sadar, Tangail Sadar, Tangail 1900

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### **Career Objective:**

To work as a Finance professional in a reputed organization where my reporting, analyzing, planning, forecasting, budgeting, leadership, of 3 years can be solely used for organizational development and to enhance my professional experience.

### **Special Qualification:**

CA professional level partly qualified, ITP Income Tax Practitioner

### **Employment History:**

**Total Year of Experience:** 7.2 yrs

1. **Audit Associate (3.2 yrs)**  
(10 Apr 2022 - 30 Jun 2025)

#### **Howladar, Yunus & Co.**

Area of Expertise:

Accounting and Finance (1 yr), Due Diligence (1 yr), Good Corporate Governance (2 yrs)

#### **Duties/Responsibilities:**

1. Ledger balance confirmation with bank account balance.
2. Review the business operation and the reveue recognition policy.
3. Review the revenue recognition is as per in accordance with IFRS 15.
4. Reconciling all the revenue recorded with the bank ant the designated MFS.
5. Checking TDS and VDS have been recorded in accordance with local law.
6. Compliance report on BSECS notification.
7. A clause-wise compliance review shall be conducted as per the BSEC Code, identifying full, partial, or non-compliance with justifications.
8. Prepare financial statements in accordance with IAS and IFRS.
9. Impairment test of intangible assets in accordance with IAS 36.
10. Review discontinuance of intangibles assets.
11. Strong knowledge of accounting principles, tax regulations, SAP, and MS Office (especially Excel).
12. Strong knowledge of accounting principles, SAP, TAX, VAT, and MS Office (Excel).
13. Excellent analytical, organizational, and time-management skills.
14. High level of integrity, professionalism, and ability to manage cross-functional teams.
15. Verify fixed assets and inventories and report findings to management.
16. Review vouchers, ensure proper documentation, and enforce financial controls.
17. Review of accounts receivables, set party-wise sales rates and credit limits.

## **2. ACCOUNTANT (1.2 yrs)**

(1 Nov 2020 - 1 Jan 2022)

### **TANGAIL CENTRAL JAME MASZID**

Area of Expertise:

Bookkeeping (1.2 yrs)

#### Duties/Responsibilities:

1. Prepare three years Receipt and Payments report to committee.
2. Prepare monthly receipt and payments.
3. Bank reconciliation.
4. Review Construction cost
4. Posting ledger.
4. Arrange meeting notes.

## **3. Audit assisstant (2.8 yrs)**

(15 Apr 2017 - 31 Dec 2019)

### **G Kibria & Co**

Area of Expertise:

Audit and assurance services (2.3 yrs)

#### Duties/Responsibilities:

1. Accounting system updated & reconciled.
2. Project-wise fund utilization statements prepared.
3. Trial balance agrees with general ledger.
4. Purchase orders, delivery notes & invoices filed.
5. Beneficiary selection criteria documented.
6. Attendance sheets / distribution lists available.
7. Supporting documents available for all transactions.
8. Previous years' audited financial statements & management letters.
9. Proper accounting for subsidies, rebates, and government grants.
10. Reconciliation between cost records and financial accounts.
11. Separate tracking of by-product sales revenue.
12. Inventory counting report.

## **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration (MBA)	Accounting	National University	CGPA:3.03 out of 4	2015	1
Bachelor of Business Administration (BBA)	Accounting	National University	CGPA:2.9 out of 4	2014	4
HSC	Business Studies	Major General Mahmudul Hasan Adrsha College Tangail	CGPA:4 out of 5	2008	-
SSC	Business Studies	Bindubasini Govt. Boy`S High School,Tangail	CGPA:4.5 out of 5	2006	-

## Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Information Security Awareness Training	Computer virus, Phishing, malware	Howladar Yunus and Co.	Bangladesh	Gulshan1, Dhaka	2024	1 hour
BSEC Training	corporate governance compliance report	Howladar Yunus and Co	Bangladesh	Dhaka	2024	1 hour

## Professional Qualification:

Certification	Institute	Location	From	To
Certificate Completion	Howladar Yunus & Co.	Gulshan 1	July 1, 2022	June 30, 2025

## Skill:

Fields of Skill	Description
<ul style="list-style-type: none"><li>• Due Diligence</li><li>• Good Corporate Governance</li><li>• Accounting &amp; Finance</li><li>• Tally ERP 9</li><li>• MS Office</li><li>• Accounting Data Entry</li><li>• Financial Reporting</li><li>• Teamwork</li><li>• Communication</li><li>• Analytical ability</li></ul>	<p>IAS &amp; IFRS (International Accounting Standards &amp; Financial Reporting Standards): Proficient in applying IAS and IFRS in preparing and analyzing financial statements. Experienced in interpreting complex accounting standards and ensuring full compliance with international regulatory frameworks. 2. Financial Reporting: Skilled in preparing accurate and timely financial reports in accordance with international standards. Adept at consolidating financial data, interpreting results, and supporting decision-making with insightful reporting and analysis. 3. Financial Due Diligence: Experienced in conducting comprehensive financial due diligence for mergers, acquisitions, and investment evaluations. Proficient in identifying financial risks, validating financial assumptions, and ensuring transparency in transactions. 4. Soft Skills: Strong interpersonal and communication skills, with the ability to present financial data clearly to non-financial stakeholders. Demonstrated leadership, teamwork, time management, and adaptability in dynamic business environment</p>

## Language Proficiency:

Language	Reading	Writing	Speaking
Bangla and English	High	High	High

## Personal Details :

Father's Name : MD. Sabur Khan  
Mother's Name : Mina Begum  
Date of Birth : 15 Aug 1991  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam

Permanent Address : Beradoma, Tangail Sadar, Tangail Sadar, Tangail 1900  
Current Location : Tangail  
Blood Group : AB+

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: MD. Jahidur Rahman	A K Gulam Kibria, FCA
Organization	: Howladar Yunus and Co	G. Kibria and Co.
Designation	: Partner	Partner
Address	: House - 14 ( level 4 & 5), Road 16 A, Gulshan-1, Dhaka - 1212, Bangladesh	House 51 (2nd Floor), Road 14, Block G, Niketon, Gulshan 1, Dhaka 1212, Bangladesh
Primary Mobile No	:	01819213643
Primary Email	: jahidur.rahman@bd.gt.com	gkibria@gkibriaandco.com
Relation	: Professional	Professional