



MD. MINHAZUL ISLAM TANIM

Assistant Manager- Excel Technologies Ltd.
CA Professional Level- ICAB

Contact Info

Phone:
+88 01627 050883

E-mail:
tanimdu0883@yahoo.com

LinkedIn:
[Md. Minhazul Islam | LinkedIn](#)

Address:
House 08, Road 15, Uttara, Dhaka-1230

Education

Bachelor of Business Administration
University of Dhaka
Dept: Management Information Systems
Result: CGPA 3.13 out of 4.00
Year: 2019

Higher Secondary Certificate (2015)
Govt. Commerce College, Chittagong
Group: Business Studies
Result: GPA 5.00 out of 5.00

Secondary School Certificate (2013)
Chittagong Residential School & College
Group: Business Studies
Result: GPA 5.00 out of 5.00

Professional Qualification

➤ **Institute of Chartered Accountants of Bangladesh (ICAB)**
CA Professional Level
Passed 700 marks out of 1600

➤ **ACNABIN Chartered Accountants**
Articleship (CA-CC)
December 10, 2020- December 28, 2023

Career Objective

Aspiring Chartered Accountant with 3+ years of audit experience at ACNABIN, specializing in financial reporting, internal audit, and risk assessment. Seeking to contribute to corporate finance or internal audit functions where I can apply my analytical and accounting expertise.

Professional Summary

- Conducted Statutory Audits for leading Commercial Banks and NGOs.
- Skilled in ISA, IFRS, IAS, and Bangladesh Bank circular compliance.
- Experienced in preparing management reports and internal control evaluations.
- Expert in preparing Financial Statements according to IAS and IFRS
- Skilled in performing Internal Auditing and Risk Assessment Procedures

Employment Status

1. **Excel Technologies Ltd.** - Assistant Manager, Finance & Accounts
Dhanmondi, Dhaka | June 2024 – Present

- Assist in preparation of Financial Statements;
- Product Costing & ERP stock entry;
- Preparation of monthly Receipt & Payment Statement;
- Monthly Budget Variance analysis;
- Bill-vouchers verification and ERP approval;
- Ad-hoc tasks as directed by Line Manager;

2. **ACNABIN Chartered Accountants** - Senior Audit Associate, Audit & Consultancy | Kawran Bazar, Dhaka | December 20 – December 2023

- Conducted Statutory Audits for Banks, NGOs, Manufacturing, and Service entities;
- Assessed Internal Control Systems and identified operational and compliance risks;
- Led audit teams, prepared management reports, and ensured audit documentation compliance;
- Specialized in financial institutions' audit like Forensic Audit, Special Audit, Fraud and Compliance Audit, Capital Market Audit;

3. **Global Islami Bank (formerly NRB Global Bank)** - Intern
Uttara, Dhaka | January 2020 – March 2020

- Gained experience in General Banking, Loan Processing, and Documentation;

Training & Developments

- Audit Procedures & Documentation – ICAB
- Bank Audit Training (2021–2023) – ACNABIN
- IFRS 16, IAS 12, Income Tax Act 2023 – ACNABIN
- IFRS and IAS Training – ACNABIN
- Forensic Audit Procedures – ICAB & ACNABIN
- Information Systems Auditing
- Quality Assurance & Fraud Management– ACNABIN
- Information Security & Data Hackathon (2019) – University of Dhaka

Personal Information

Father's name : Tareq Ahmed
Mother's name : Amena Akter
Date of Birth : May 29, 1997
Blood group : B+ (B Positive)
Marital Status : Single
Permanent address: Kalapania, Sandwip, Chittagong, Bangladesh

Reference

1. Md. Mosharof Hossen FCA
Associate Director - Audit & Consultancy
ACNABIN Chartered Accountants
Phone - 01918-446631
E-mail - mosharof.hossen@acnabin-bd.com
2. Shahriar Hasnat
Senior Manager - Accounts & Finance
Excel Technologies Ltd.
Phone - 01614-727377
E-mail - hasnat@excelbd.com

During my tenure at ACNABIN (December 2020 – December 2023), I have performed many audits in different organizations. A brief snapshot is given in **Annexure A** in next page-

Core Competencies

- Financial Reporting (IFRS, IAS)
- Audit & Assurance (ISA Standards)
- Internal Control Evaluation
- Fraud Investigation & Special Audits
- Bank Audit & Loan Verification
- Costing, Budgeting & Forecasting
- Tax & VAT Compliance
- Financial Statement Preparation & Analysis
- Management Report Preparation
- Accounting Software
- Audit Planning
- MS Excel, Word, PowerPoint
- Team Leading
- Time Management

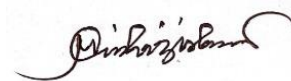
Personal Qualities

- Adaptable & Dependable
- Organized & Motivated
- Responsible & Conflict Solver
- Communicative & Collaborative
- Analytical Thinker
- Detailed oriented & Strategic
- Proactive & Continuous Learner
- Dedicated to Complete Tasks

Annexure A

Client Engagement Highlights		
Particulars	Type	Descriptions
Shahjalal Islami Bank; AB Bank; NRB Bank; Citizens Bank PLC; United Commercial Bank; Woori Bank;	Bank and Financial Institutions	Performed statutory audit of different branches along with Head Office and prepared management report.
AB Investment Limited; Jamuna Bank Capital Management;	Capital Management	Performed capital management audit.
Bangladesh House Building Finance Corporation	Public Financial Institution	Preparation of chart of accounts, relevant risks underlying & designed Accounts & Finance manual by taking into consideration of relevant IAS, IFRS to mitigate those risks.
Dustha Shasthya Kendra (DSK); RDRS Bangladesh; ICCO Cooperation; Stitching Cordaid;	NGO	External audit, Expenditure verification audit, field visit to verify project activities, reviewed lapses and financial transactions and provided management report.
SMC Enterprise Limited; Dhaka Northern Power Generations Limited; SM Knitwears Limited, Pran-RFL Concerns (Sylvan Agricultural, Allplast, Bangaplast International, Getwell Limited); Shun Shing Cement Industries, Renata Pharmaceuticals Limited;	Manufacturing, Electricity, Export Oriented, Cement, Pharmaceuticals etc.	External audit comprised of lease calculation, Sales and receivable confirmation working, Depreciation calculation, Review of fixed asset acquisition, Physical verification of inventory, Verification of income & expenses, Management audit etc.
IRIS Corporation Bangladesh Limited	IT Support Service	Preparation of financial statements by taking into consideration of relevant IAS, IFRS as well as confirmation of financial transactions.
Uttara Club Limited	Club	Internal audit comprised of expenses verification, vat & tax related issues, organizational weakness and prepared management report.

I, the undersigned declare that the information specified in this resume is true to the best of my belief and knowledge and correctly describe my experience and myself.



Md. Minhazul Islam