



MANIK DAS

CONTACT

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EDUCATION

- Chartered Accountancy- (Certificate Level), 2012
- Income Tax Practitioner, 2008
- CA Course Complete, 2005
- Master's in Accounting National University Bangladesh. Year: 1998

SKILLS

- Accounts Payable
- ERP JD Edwards
- Microsoft Office
- Tally
- Treasury Management
- ARIBA (eProcurement)
- Team Building
- Tax & VAT
- Insight reporting (Power user)
- QuickBooks & Xero
- Foreign currency dealings
- World Wide Online Banking
- Project Management

PROFILE SUMMARY

An experienced professional with 18 years of experience in Finance & Accounts, Audit, Tax & VAT, known for being goal-oriented and detail-focused. Has worked in both National & Multinational Companies, demonstrating the ability to work well independently and as part of a team. In search of a mid to senior-level accounting position where I can apply my expertise to help drive the success of a company.

CAREER SNAPSHOT

- Accountant (Tax & Treasury), Chevron Bangladesh (US based), Jan 2023 to Present
- Chief Financial Officer, Bir Group Holdings, Mar 2021 to Dec 2022
- Manager- Accounts, Jotey Communications, Dec 2016 to Feb 2021
- Accountant (Treasury & AP), Chevron Bangladesh (US based), Nov 2011 to Nov 2016
- Asst. Manager (Accounts), Ahmed Amin Group of Companies, Jan 2010 to Oct 2011
- Manager- Accounts, Nagar Design & Developments Ltd., Mar 2009 to Jan 2010
- Asst. Officer, Accounts, Otobi Limited, Mar 2006 to Apr 2008

LATEST 3 PROFESSIONAL EXPERIENCES

- Accountant (Tax & Treasury)
Chevron Bangladesh (Sector: Oil & Gas Exploration), Dhaka, Bangladesh
January 2023- Present
 - Review of invoices and making payments to suppliers.
 - Forecast monthly payable to ensure efficient fund management.
 - Resolution of JDE issues related to Accounts Payable module.
 - Controlling Employees' & Vendors' advances
 - Confirmation monthly Cash and Cash Equivalent in Financial Position .
 - Dealing with banks for USD exchange into local currency.
 - Periodic dividend forecast and payment to Corporate.
 - Ensure compliance of Tax, VAT & regulatory issues periodic basis.
 - Submission of periodic VAT Return with ensuring VDS & Treasury deposit.
 - Performed periodic account reconciliations
 - Ensuring quarterly FDI reporting as per requirements of the Central Bank.
 - Prepare and analyze cash flow forecasts and manage liquidity position.
 - Ensure compliance with all tax regulations and timely filing of tax returns.
 - Coordinate with external auditors and tax consultants.
 - Monitor changes in tax laws and regulations and assess their impact.
 - Assist in the preparation of annual budgets and financial plans.
 - Ensure monthly TDS against employees remuneration.

AWARD & ACHIEVEMENT

- Recognized for performing the role of Treasury Team Lead in Chevron Bangladesh Year: 2014
- Recognized for Physical verification Inventory & Fixed Assets in Chevron Bangladesh Year: 2014

TRAINING & COURSE

- **QuickBooks & Xero**
Institute: Coders Trust Bangladesh
Year: 2024
- **Leadership Skills Development, in house of Chevron Bangladesh** Year: 2015
- **VAT & VAT Management**
Institute: Radius Human Skill Development Centre, Dhaka
Year: 2014

INTERESTS

- Travelling
- Swimming
- Fishing

LANGUAGES

- English- Fluent
- Bangla- Native
- Hindi- Proficient

Chief Financial Officer

Bir Group Holdings (Joint Venture with China Companies)
March 2021- December 2022

- Handling accounts & Finance of a manufacturing company independently.
- Manage financial systems and budgets
- Provide Financial advice.
- Perform tests to check financial information and systems
- Prepare financial statements, including monthly and annual accounts.
- Supervision of Finance team and report to local & Chinese management
- Oversee day-to-day accounts, invoice, cash management.
- Provide adequate explanation and proper response for the queries of NBR.
- Correspondence with financial institutes to meetup financial needs.
- Follow up to provide TDS & VDS Challan to Employee & Supplier.
- Monitor and supervise VAT & Tax by ensuring all the records updated.
- Follow up monthly loan position and UPAS L/C settlement on maturity.
- Import costing and product pricing commercial invoice wise.
- Negotiate terms with suppliers
- Liaise with internal and external auditor and deal financial irregularities.

Manager- Accounts

Jotey Communications (Sector: Printing, Packaging & Branding)
December 2016- February 2021

- Preparation of all accounts and financial reports for the Top Management.
- Supervision of entire Accounts Department.
- Preparation of budgets, forecasting and variance analysis.
- Prepare and assess short term and long-term operating and investment budget submissions.
- Prepare financial forecasts, write reports about financial impact of different business scenarios.
- Managing team members and develop cross-functionally.
- Assist to submit annual tax return and periodic VAT return.
- Ensure withholding Tax & VAT at transaction level.
- Regular follow up factory level production activities.
- Assist in auditing activities by providing necessary information and

REFERENCES

Ershad Ali Hero

FCA, AMD (Head of F&A)
Pragati Life Insurance Ltd.
Pragati Insurance Bhaban (Level-3)
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Qazi Shafiqul Haider

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