



Md. Anisur Rahman

Assistant Manager (Accounts & Finance and Tax & VAT)
Meghna Group
BBA, MBA & CA- Professional Level, ITP

CONTACT

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- 226/B, Tejkunipara, Tejgaon, Dhaka- 1215, Bangladesh

EXPERTIES

- Financial Reporting
- Budgeting and Forecasting
- Financial Analysis
- Financial Planning
- Tax Planning
- Tax Compliance
- Tax Optimization
- Tax Audits
- IFRS, IAS,
- VAT & SD Acts & Rules 2012, 2016

CERTIFICATION

- CA Certificate Level Qualify and Professional Level (Continuing)
- Completed CA (CC) under A Wahab & Co.
- Income Tax Practitioners (ITP)

CAREER OBJECTIVE

Extensive experience in Finance, Accounts, Vat, Tax and Audit to contribute effectively as a senior leader in an organization. Seeking opportunities to drive financial performance, ensure regulatory compliance, and implement strategic initiatives that optimize operational efficiency and promote sustainable growth.

CAREER SUMMARY

Over 7 years in **Accounts, VAT, Tax, and Audit** roles. Experienced finance professional. Currently serving as Assistant Manager at Meghna Group, overseeing finance operations and ensuring regulatory compliance. Previous positions include. Executive –Internal Audit at Unique Group. And Accounting & External Audit at A Wahab Co. Proven track record in financial reporting, tax compliance, and internal auditing.

WORK EXPERIENCE

Position : Assistant Manager, September 2022 to Continuing
Accounts & Finance and Tax & VAT
Company : Meghna Group.
Location : Dhaka.

Core Functions :

- Assisting in the preparation of Annual and Quarterly financial statements, ensuring compliance with International Financial Reporting Standards and other applicable laws and regulations
- Maintain STL, Offshore Loan & Term Loan receipts & payments Process.
- Preparing management reports and other financial documents for informed management decision making
- Providing support during internal and external audits and ensuring compliance with regulatory requirements
- Assisting in the preparation of budgets and forecasts
- Collaborating with internal teams and external stakeholders to address financial queries and provide support as needed
- Following established accounting policies and procedures to maintain financial discipline and accuracy
- Preparing regular reconciliations, including bank, bank deposit, vendor, sales/collection, and intercompany
- Processing operational and supplier bills, ensuring compliance with company established policies, VAT & tax laws and other applicable in Bangladesh
- Preparation and ensure compliance with withholding tax return U/S 177 & Assist in the preparation Income tax return U/S 166 of the Income Tax Act. 2023.
- Support Income Tax & VAT audit processes by preparing necessary documentation.
- Check and reconcile all Output Tax, Input Tax, increasing Adjustment & Decreasing Adjustment in 9.1 with accounting Records
- Ensure compliance with VAT regulations across all applicable jurisdictions.
- Monitor VAT legislation changes and implement necessary adjustments to company processes.
- Manage VAT audits and correspondence with tax authorities.
- Prepared quarterly & year-end incentive report.
- Ensured appropriate TDS & VDS-related bill payment instructions.
- Prepare monthly E-Challan, A-Challan (TDS & VDS), and issue 6.6

COMPUTER

- MS Word: Good
- MS Excel: Excellent
- MS PowerPoint: Good

Accounting Software

- QuickBooks
- Tally ERP 9

LANGUAGE

- Bengali : Proficient
- English : Good

PERSONAL INFO

- From Bakshimul, Burichang, cumilla
- Father's Name : Md. Harunur Rashid
- Mother's Name : Hosnara Begum
- Date of Birth : 12 Nov, 1994
- Gender : Male
- Religion : Islam

REFERENCE

- A.N.M Nurul Wahab, CPA (USA), FCMA, FCA (Managing Partner)
- A. Wahab & Co. - Chartered Accountants Mobile: 01819-214692
- E-mail: wahab_co@agni.com
- Corporate Office:
House #19, Road #13(C), Banani, Dhaka.
- Relation: Professional
- **Md. Showkat Hossain, FCA** (Partner)
- A. Wahab & Co. -Chartered Accountants Mobile: 01755-583712
- E-mail: showkathossain53@gmail.com
- Corporate Office:
House #19, Road #13(C), Banani, Dhaka.

WORK EXPERIENCE

Position : **Executive (Internal-Audit)** Jan'2022 to Aug'2022
Company : **Unique Group.**
Location : **Dhaka.**

Core Functions :

- To Check Inventory on a regular basis.
- Physical Verification of Fixed Assets & Inventory
- Market survey & Quotation collection to verify procure items.
- Completing audit fieldwork accordingly to establish the working schedule.
- Check & Verify the requisition/ Budget, Comparative statements (CS) of all kinds of procurement(Local & Import)
- Check supplier bills/ challan with PO, GRN, gate pass & Q.S certificate and the materials costing and inventory valuation.
- Maintain working papers & files systematically.
- Local procurement audit, Price verification and justification.
- Checking Inter- Company transaction register/Ledger.
- Conduct pre-audit on regular basis.
- Conduct post audit & prepared the audit report.
- Perform any other task assigned by Management.

PROFESSIONAL COMPETENCES

Throughout the CC period, I've been actively involved in multiple organizations, undertaking tasks such as external and internal audits, valuation procedures, management reporting, and delivering tax and corporate affairs-related services.

- Monno Ceramics Industries Ltd. (MCIL).
- ADN Telecom Ltd.
- Investment Corporation of Bangladesh (ICB).
- Rahim Group.
- Tusuka Group.
- Turag Garments & Hosiery Mills Ltd..
- Bangladesh Petrochemical
- Bangladesh Hotel Limited.
- People Insurance Company Ltd.
- Fareast Islami Life Insurance Co. LTD.
- People Insurance Company Ltd -2
- ActionAid Bangladesh
- Kustia Palli Bidyut Samity
- Chandpur Palli Bidyut Samity-2
- ActionAid Bangladesh
- Swiss Contact

TRAINING SUMMARY

- Tally Prime & Xero software || **DRC-ICAB** ||
- Income Tax Training || **DRC-ICAB** ||
- VAT & SD Acts & Rules 2012, 2016 || **DRC-ICAB** ||
- IFRS, IAS, ISA || **A Wahab & Co.** ||
- Microsoft office programs || **Microcell Computer Academy** ||

ACADEMIC QUALIFICATION

- **Master of Business Administration (MBA)** || Major in Accounting || 2019 CGPA 2.97 Out of 4, Cumilla Victoria Govt. College-Under NU ||
- **Bachelor of Business Administration (BBA)** || Major in Accounting || 2018 CGPA 3.27 Out of 4, Cumilla Victoria Govt. College-Under NU ||
- **HSC** || Business Studies || 2013 GPA 5.00 Out of 5, Kalikapur Abdul Matin Khasru Govt. College ||
- **SSC** || Business Studies || 2013 GPA 4.13 Out of 5, Burichang Ananda Pilot Govt. High School ||

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