

Mir Shafikul Islam

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CAREER OBJECTIVE

To build up a professional career in a dynamic organization which will facilitate me to handle any challenging activity by applying my academic and professional advancement and helping the organization with maximum efforts to achieve its ultimate goal

SUMMARY OF QUALIFICATION AND ACHIEVEMENT

Studying in Business and operational level at (ICMAB), 700 marks completed

BBA (Accounting & Finance) and MBA (Finance) from American International University- Bangladesh (AIUB)

Total Year of Experience: **9.02** years

Deputy Manager – Finance & Accounts

Doreen Power Generations and Systems Ltd.

Company Location: House # 192/A, Lane-01, Mohakhali DOHS, Dhaka- 1206

Major duties and responsibilities

- # Ensure proper documentation, control and maintain necessary records relating to Income Tax and Value Added Tax
- # Ensure compliance of source tax (TDS) and VAT deduction (VDS) and other compliance of TDS & VDS
- # Ensure accurate calculations, timely filings, and adherence to all regulatory requirements
- # Preparation of corporate tax return and submit to applicable authorities and obtain final assessment order and clearance certificate
- # Co-operate and correspondence with tax consultants and provide all supporting documents required for normal assessment
- # Liaison and maintaining all tax related correspondences with respective regulatory authorities to obtain tax benefits
- # Preparation & submission of monthly withholding tax return and related documents to tax authority on time
- # Preparation & submission of information regarding payment of salary to tax authority
- # Continuous knowledge development of IFRS and Tax regulations
- # Prepare & submit monthly VAT Returns and maintain all kind of documents
- # Prepare and maintain VAT 6.1 and VAT 6.2 and other related documents
- # Issue VDS certificate i.e. VAT 6.6
- # Face VAT audit and correspondence with VAT authority

- # Review and verify all A/P invoices and payments
- # Management of Accounts Payable (A/P) and maintenance of A/P aging
- # Checking monthly HFO Inventory & prepare a quarterly summary
- # Checking the accuracy of L/C opening commission, acceptance commission, confirmation commission, discounting charge & re-finance commission
- # Checking and posting marine insurance bills, C & F charges and other related expense
- # Calculation of inter-company loan Interest and UPASS L/C interest and provision quarterly
- # Checking and posting the accuracy of UPAS L/C interest charged by Bank and final settlement of LC
- # Handling internal and external audit about LC, VAT & Tax related queries
- # Prepare monthly revenue bill for gas based power plants
- # Execute any other work assigned by the Supervisor/management

ACADEMIC QUALIFICATIONS

Exam Title	Institution	Major	Result	Passing Year
MBA	American International University- Bangladesh (AIUB)	Finance	3.60 In 4.0 Scales	2019
BBA	American International University- Bangladesh (AIUB)	Accounting & Finance	3.38 In 4.0 Scales	2017
HSC	Nurul Amin College, Madaripur	Business Studies	4.80 in 5.0 Scales	2012
SSC	Palong Tulashar Gurudas Govt. High School, Shariatpur	Business Studies	4.31 In 5.0 Scales	2010

TRAINING SUMMARY

Training Title	Institute	Year	Duration
"New VAT Law and its Implementation"	The Institute of Cost and Management Accountants of Bangladesh	June 2019	2 Days
"Certificate Course on Income Tax Management & focusing on Budget"	Institute of Professional Development Programs (IPDP Training)	July to August 2019	10 Days
Certificate Course on eTDS System	Taxes Zone-13, Dhaka	March 2022	Day Long
Certificate Course on "CORPORATE TAX"	The Institute of Cost and Management Accountants of Bangladesh	February 2024	6 Days
Certificate Course on "VAT & SD Act. 2012 "	The Institute of Cost and Management Accountants of Bangladesh	February 2024	6 Days

COMPUTER SKILLS

Experienced in using various computer application software including **Tally.ERP9, MS Office & Minitab 17 Statistical software**

PERSONAL STRENGTH

- Possess strong oral and written communication, interpersonal, creative, leadership and team-working skills
- Have ability to assimilate new ideas, concepts, methods and technologies
- Dedicated, innovative and self-motivated team player/builder with a superior work ethics

PERSONAL DETAILS

Father : Mr. Mir Bazlur Rashid
Mother : Mrs. KamrunNahar
Date of birth : 24 July 1994
Permanent address : Holding no-201, Ward no-02, Village-Bhadrason, Post-Bhadrason, Upazilla-Shibchjar, District -Madaripur, Division-Dhaka, Bangladesh.
Blood Group : O+
Religion : Islam (Sunni)
Marital status : Married

REFERENCES

Muhammad Amzad Shakil, FCA

General Manager (Finance & Accounts)
Doreen Power Generations and Systems Ltd.
House-192/A, (4th Floor) Lane-1, Mohakhali
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Cell: 01816720704
E-mail: shakil@doreenpower.com

Muhammad Taimur Alam, FCMA

Assistant General Manager (Head of Internal Audit)
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