

Israt Jahan Lisa

CA CC

Certificate Level (Covered 3 subject out of 7)

(Major in Finance And Accounting)

Mailing Address: Block-K, House no-175.

Dakhin Banasree, Dhaka-1219.

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Career Objective:

To pursue an leading position that would provide me professional development opportunities to learn, particularly in the area of accounts, taxation, corporate affairs, audit & to contribute and where I can apply my professional education & experience

Career Summary:

Core Business Competencies:

Accounting, Audit, International Financial Reporting Standards (IFRSs) ,International Standards on Auditing (ISAs), Tax Planning & Control Corporate taxation, Individual tax, Tax & VAT Act and Rules Companies Microsoft Office (Excel, Word) Financial Analysis, Accounts preparation, Budget Preparation, Communication Skill Executive Leadership.

Employment History:

Total Year of Experience: 4.5 Year(s) including provision period.

1. Assistant Manager. Accounts Department (April 01 2022 - Continuing)

Better Life Hospital Limited (A Sister Concern of F.A.R Group)

Duties/Responsibilities:

- Maintain all books of accounts of the hospital up to Date.
- Prepared Salary and Wages, Verification & Finalization
- Monitor Receipts And Payments
- Prepare and Maintain Bank Reconciliations
- Prepare Bill, Bill Submission, Realization, Bill Under Collection
- Monitor and Analyze accounting Data
- Improve Systems And Procedures and Initiate Corrective actions
- Submission of TDS and VDS including Maintenance of all necessary Documents.

2. Audit Officer. Internal Audit Department (March 01 2022 – March 31 2022)

Better Life Hospital Limited (A Sister Concern of F.A.R Group)

Duties/Responsibilities:

- Develop internal Control Function to Implement audit Program and Procedure
- Prepare Different types of Audit Report
- Work with Owner to review and test internal control systems and processes.
- To develop a follow up process to ensure effective implementation of corrective actions for

- deficiency.
- To ensure that all sorts of requisition, delivery challan, bill, Voucher etc are being checked and verified in the prescribed manner.
- To check Daily expenditures, Vouchers, Requisition and Daily Transaction.
- Check all transactions like receive voucher, Payment voucher, Journal Voucher.
- To Perform periodic audit as and when required.
- Conducted Inventory Counting
- Perform any other tasks assigned by the Management.

3. **Sr. Audit Representative (November 01. 2017 – February 28. 2022)**

Aziz Halim Khair Choudhury, Chartered Accountants

Name of Principal: Ms.Nayma Meherin FCA,

Company Location : 64, Dhanmondi 12A,Dhaka-1209

Department: Audit, Incentive

Duties/Responsibilities:

- To conduct Audit (Statutory, Special, Forensic, Management) of different clients;
- To provide Accounting Services to clients;
- Preparing reports using Word and Excel;
- To ensure Compliance issues of clients;
- To ensure proper documentation;
- To prepare proposal.
- To examine the LC Related documents (Cash Incentive).

Professional and Academic Qualification:

Exam Title	Concentration/ Major	Institute	Result	Passing Year	Duration
Chartered Accountants	Audit & Incentive	ICAB- (Office-Aziz Halim Khair Choudhury , Chartered Accountants)	Certificate level	2017 to 2022	4.5 Years
EMBA- (Executive Master of Business Administration)	Finance	Independence University Of Bangladesh		Running	2.5 Years
BBA- (Bachelor of Business Administration)	Accounting	Sonargaon University	CGPA:3.8 8 out of 4.00	2020	4 year
HSC	Business Studies	Ideal College, Motijheel.	GPA-4.33 out of 5	2016	-
SSC	Business Studies	Dakhin Banasree Model High School.	GPA-5.00 out of 5.	2014	-

Special Qualification:

- Ability to prepare Financial Statements;
- Able to prepare Bank Reconciliation Statement;
- Preparation and maintenance of proper accounting records/Books of Accounts;
- Able to calculate Tax from Employees Salary;
- Able to calculate Tax & Vat from various bill;
- Able to compliance and implement organizational policies (Such as accounting policy, Procurement policy, HR policy & Others relevant policy);
- Ability to conduct analytical Review of financial statements;
- Preparation of Audit plan, audit procedure and audit program;
- Experience to train people at the organization level;
- Familiar with internal control requirements at different environments;
- Knowledge in compliance and implementation of "International Financial Reporting

- Standards (IFRS)", "International Accounting Standards (IAS)" and "International Standards on Auditing (ISA)";
- Knowledge on various Laws & Regulations, which related to Business,

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Microsoft Office	Word, Excel, PowerPoint	Aziz Halim Khair Choudhury, Chartered Accounts.	Bangladesh	64,Dhanmondi 12A,Dhaka-1209	2018	3 Months
Accounting Standards	IAS,IFRS	Aziz Halim Khair Choudhury, Chartered Accounts.	Bangladesh	64,Dhanmondi 12A,Dhaka-1209	2020	3 days

Professional Qualification:

Certification	Institute	Location	From	To
Chartered Accountancy Course Continuing (CA CC)	Aziz Halim Khair Choudhury,Chartered Accountants	64, Dhanmondi 12A, Dhaka 1209.	1 April, 2018	July 30, 2021

Specialization

Fields of Specialization	Description
<ul style="list-style-type: none"> CA CC Accounting MS Word/ Excel/ PowerPoint Finance Audit Bank Incentive 	<p>Accounting: I have continuing CA-CC from Aziz Halim Khair Choudhury, Chartered Accountants. Where I was involved in preparation of accounts, rectifying the treatments, and applying practical knowledge of IFRS, etc. I have also finished BBA (major in Accounting) from Sonargaon university, and also completing my CACC course under The Institute of Chartered Accountants Bangladesh (ICAB)</p> <p>Audit: I have been involved to conduct audit as a audit representative for different clients at AHKC. I conducted audit of Bank and Statutory audit, and Forensic audit of Global Insurance limited, and other institution.</p> <p>Microsoft Word and Excel: I know how to prepare reports using word and excel. I am proficient with preparing financial statements using excel.</p>

Experiences in Auditing and Cash Incentive :

Sectors	Name of Entity	Type of Engagement	Year	Role in the audit Team
Bank	BASIC Bank Limited	Statutory Audit	2020	Audit Representative
	Prime Bank Limited		2019	Audit Representative
	Eastern Bank Limited	Cash Incentive	2018	Audit Representative
	Sonali Bank Limited	External Audit	2022	Supervision
	Pubali Bank Limited	External Audit	2022	Supervision
Trading	Progress Motors Import Limited	Special Audit	2018	Audit Representative

Electricity	NESCO	External Audit	2021	Supervision
IT	Agni Systems Limited	Statutory Audit	2020	Audit-in Charge
Micro-Credit	ASA	External Audit	2021	Supervision
Manufacturing	Meghna Group Of Industries	Management Audit	2017	Audit Representative
	Bashundhara Paper Mills Limited	External Audit	2022	Supervision
Insurance	Shandhani Life Insurance Company limited	Statutory Audit &	2019	Audit Representative
		Gratuity Fund	2019	Audit In Charge
	Global Insurance limited	Forensic Audit	2019	Audit Representative
	Bangladesh national insurance limited	Special Audit	2019	Audit Representative
International	PKF Internatonal	Compliance	2021	Supervision
Housing	DBH	External Audit	2022	Supervision
Local Government	Sena Kalyan Shangstha	Management Audit	2019	Audit Representative
	Union Porishad	LGSP-Audit	2018 & 2019	Primary Audit

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

ICT Skills:

Packages	Details of computer exposures
Tally ERP 9	Maintain Accounting Transactions
Microsoft office Program	Word, Excel, Power point
On-line Communication	E-mail, Internet Browsing

Personal Details :

Father's Name : Idris Mia Talukdar
 Mother's Name : Nasrin Sima Lucky
 Date of Birth : October 13, 1998
 Gender : Female
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Block-K, House no-175. Dakhin Banasree, Dhaka-1219.

 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
<u>Name</u>	: Shaikh Azam Ali	M. A Halim Gaznavi, FCA
<u>Organization</u>	: Bangladesh Bank	Aziz Halim Khair Choudhury, Chartered Accountants
<u>Designation</u>	: Deputy Director, Debt Management Department.	Managing Partner , Chairman
<u>Address</u>	: Central Bank Of Bangladesh, Head office: Motijheel C/A , Dhaka-1000, Bangladesh	64, Dhanmondi 12A, Dhaka 1209
<u>Phone (Off.)</u>	: +88-02-55665001-15/21556	+8801730-493071
<u>Relation</u>	: Teacher	
<u>Mobile</u>	: +88-01737-280615	
<u>E-Mail</u>	: azam.ali@bb.org.bd	halimgaznavi@gmail.com
<u>Relation</u>	: Teacher	Professional

Declaration:

I, the undersigned certify that the aforementioned information is correctly and accurately described.



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Israt Jahan Lisa