

Roni Gopal Bosu

Address: 30/ A, Indira Road, Charisma Mansion,
Apt# C4, Framgate, Dhaka - 1215
Mobile: (+88) 01717 104387 (Imo, Viber, WhatsApp)
E-mail: ronibosu@yahoo.com



Career Objective:

- To work as a **Accounts, Tax & VAT Professional** in any fast-growing local large or multinational company with immense responsibility so that my influential & situational leadership style, communication skill, relevant knowledge & experience of more than 5 years in VAT, Tax, Accounts, Finance, Business Planning & Development etc can be solely utilized for the organizational development.

Proficiencies:

- Tax & VAT
- Accounts & Finance
- Reporting & Documentation
- MIS
- Decision Taking
- Tally, TROYEE & CRM Software
- Critical Situation Handling
- Regulatory issues Handling

Personal Information:

Date of Birth: 2nd January, 1986

NID No: 8217385340510

Working Experience:

- Name of the Organization:** General Automation Ltd.

Website: www.ga-limited.com

Designation : Manager- Finance

Duration: From Nov'18 to till now

Job Responsibility:

- Prepare Financial Statement, Business activity report & forecasts
- Monitor Financial details to ensure that legal requirements are met.
- Review company financial reports and seek ways to reduce cost.
- Prepare & monitor Foreign L/C & Local L/C .
- Deliver a full range of Tax service in compliance with laws & regulations within timeframe
- Provide innovative Tax planning & review complex income Tax returns
- Identify & mitigate tax risks
- Manage & coordinate Tax & VAT Audit
- Prepare all tax paper in regular basis & handle all information data request
- Help Management to make Financial decision.



- Name of the Organization:** Bangladesh Breastfeeding Foundation (BBF)

Website: bbf-bangladesh.org

Designation : Asst. Director (Finance)

Duration: From Feb'18 to Nov'18

Job Responsibility:

- Accomplishing the day to days' accounts & finance related activities with due accuracy
- Checking all necessary documents & papers within the policy of the organization.
- Signed MOU with National Nutrition Service (NNS) after writing & collecting approval.
- Preparing the tax files for more than 50 project staffs & 40 Nos of permanent staffs.
- Supervising the administrative work & follow up of the progress of the project.
- Preparing budget, allocating cost & ensuring proper usage of the budget.
- Communicating & coordinating with the Tax consultants & signing MOU with them.
- Generating all necessary reports & documents regarding Accounts, VAT & Tax.



3. **Name of the Organization:** IABL (Centeon Pharma Limited,
Distributor of Eli Lilly & Co. (Switzerland), Distributor of CSL & Others

Website: www.iabl.net

Designation: Asst. Manager (F&A)

Duration: From Aug'13 to Jan'18

Job Responsibility:

- Preparation of Tax accounts, Return preparation and submission to NBR
- Implementation of all Tax & VAT issues on behalf of the company
- Assist to Head of Finance & Accounts for decision making of Tax & VAT issues.
- Preparing Annual Accounts for management & for Taxation
- Arranging necessary documents for Tax authority & submitting tax return submission
- Submitting TDS & quarterly return on time & doing all necessary paper work.
- Involved with the accounting functions, banking operations, loan activities, investment activities, VAT & tax implication etc.
- Follow up source tax deduction from salary, House rent, supplier / contractor etc.
- Ensuring the business operation & financial transactions in a structured way.
- Assured accurate reporting & proper documentation on different accounts & finance issues.
- Preparing Monthly Payroll & submitting VAT Return & follow up source tax deduction from salary, House rent, supplier / contractor etc.
- Maintaining Liaison with bank for banking activities & Checking daily accounting voucher
- Maintained Current Register & updating different information in Tally/ERP-9 & Troyee Software



Major Achievements:

- Directly face Tax & VAT Audit & handle it in gentle way.
- Arranged a loan finance amounting Tk. 20 core from Standard Chartered Bank for expansion Business.
- Introduced Local L/C with garments industries
- Introduced TDS deduction from the applicable sources as per the regulations with due accuracy which saved the unnecessary Tax burden.
- Updated all the papers & documents & started giving Tax on time which saved huge amount of fine & other additional charges by leading a team of 6 people.
- Ensured flawless communication with Tax & VAT office to avoid unusual problem for communication.
- Submitted the Tax Return File of the Managing Director by ensuring maximum tax benefit
- Accomplished the VAT register on time by applying for VAT rebate Within two tax period.
- Prepared a format to find out monthly sales target Vs Sales achievement. It saves one third time
- Initiated for installing Tally ERP-9 software & CRM software which made the accounting work much easier than ever.
- Introduced provident fund for employees & maintain separate bank account
- Communicated with Standard Chartered Bank for opening account for the employees & started disbursing salary directly from bank which reduced paper work & hassle.
- Worked on RJSC related tasks such as Annual Return filling, Company formation, Share transfer etc.
- Signed MOU (memorandum of understanding) between different parities for business purpose.
- Assisted in preparing budget, observing Daily Fund flow, preparing statement, analysis of data & submitting report to management with proper recommendations

Academic Qualification:

- Master of Accountancy in Taxation from University of Dhaka
- MBA in Finance from University of Liberal Arts Bangladesh (ULAB) in 2013
- LL.B from Atish Dipankar University
- Masters in Accounting from National University in 2010
- BBS Honors in Accounting from National University in 2009

**Professional Development:**

- “CACC (Reg: 21484)” From S.R Islam & Co.
- “Income Tax practitioner (ITP)” under National Board Of Revenue (NBR)
- “VAT Training” facilitated by Dr. Md Abdur Rouf
- “Advance Excel” organized by World Academy for Research & Development
- “Tally/ ERP-9” organized by Current Company

Computer Skill: Sound in Microsoft word, excel, & power point presentation.

Language: Fluent in Bangla and English

Software Skill: Tally, ERP

Reference: Will be given if required

Signature:

Date: