





## ANAMIKA RANI DAS

CA (Professional Level) || EMBA || BBA (Accounting & Finance) ||

**LinkedIn Profile:** <https://www.linkedin.com/in/anamika-das-4b111a156>

**Deputy Manager (Internal Audit)**  
**BRAC**

 294, Hamida Aashek Tower,  
Bhuiyanpara, Road No-2,  
Khilgaon Dhaka- 1219

 +8801839812364

 [anamikadas075@gmail.com](mailto:anamikadas075@gmail.com)

**Date of Birth:** July 24, 1997

**Permanent Address:** Vill- Kashari Khola,  
P.O- Kaduty Bazar, P.S-Chandina, Dist-  
Cumilla.

**Blood Group:** O+

### SKILLS

- MS Office
- Excellent Verbal & Written Communication
- Team Player
- Committed to Continuous Learning
- Committed towards work
- Active Listening & Collaboration

### LANGUAGE PROFICIENCY

- Bengali
- English

### ACTIVITIES & ACHIEVEMENT

- Winner of Magna Cum Laude
- Won Dean Choice Award
- Worked for AIUB Business Club
- Worked as Volunteer for AIUB Freshmen Unit

### CAREER OBJECTIVES

To pursue a career that offers opportunities for continuous learning & professional development, where I can utilize my skills to enhance efficiency, ensure compliance & add value to the organization's overall objectives.

### KEY STRENGTHS & ATTRIBUTES

- Planning for risk & process based, inventory, surprise audits. Reviewing safety issues & ensure audit methodology including proper follow up.
- Perform real time review of audit spots, provide necessary instructions for completeness of findings & document the review discussion.
- Conduct quarterly audit on BRAC Procurement Department and Finance & Accounts Department.
- Timely preparation and submission of all reports (fraud reports, summary reports, special reports, surprise audit etc.) to the line management and the collection of management comments on draft audit report from respective management and ensure proper follow up of previous internal audit report.
- Knowledge on performing bank related activities, handling petty/vault cash, reconciling cash/bank book, preparing vouchers, calculating to make sure payments are correct and recording all financial records by using Tally software.
- Knowledge on preparing Asset Register with Depreciation Schedule. Checking invoice wise TDS/VDS from supplier & preparing the TAX and VAT return accordingly.
- Knowledge on International Financial Reporting Standards (IFRSs), International Accounting Standards (IASs), International Standards on Auditing (ISAs), VAT & SD Act 2012.
- Knowledge on recording & reviewing courier, salary & wages, intern allowance, entertainment expenses, professional documents fees etc. bills through EBS & HRMS software.
- Maintaining good relationship with external stakeholders (Banks, NBFI, NBR, RJSC etc.) to ensure compliance with all regulations and requirements.
- Any other job/assignment as assigned by the management.

### PROFESSIONAL QUALIFICATIONS

- I. **The Institute of Chartered Accountants of Bangladesh (ICAB)**
  - **Certificate Level** Passed (Session: Nov-Dec'2021).
  - **Professional Level:** 400 Marks Completed (Running).
- II. **Professional Internal Auditor (PIA)- Institute of Strategic Management and Finance, USA**

### WORK EXPERIENCES

<b>BRAC</b>	<b>Deputy Manager (Internal Audit)</b> Starting Date: 12 <sup>th</sup> February 2025
<b>Firsttrip Limited- A Concern of US Bangla Airlines</b>	<b>Senior Executive (Accounts &amp; Finance)</b> Period: 1st June 2023 to 30th April 2024
<b>Walton Digi-Tech Industries Limited</b>	<b>Deputy Assistant Director (Internal Audit)</b> Period: 6 <sup>th</sup> March 2022 to 1 <sup>st</sup> May 2023
<b>A. Qasem &amp; Co. - Chartered Accountants</b>	<b>Audit Associates</b> Period: 17 <sup>th</sup> February 2019 to 27 <sup>th</sup> February 2022
<b>IDLC Finance Limited</b>	<b>Internship</b> Period: 10 <sup>th</sup> February to 9 <sup>th</sup> April 2018

## AUDIT & ASSURANCE

During the period in A. Qasem and Co., I have been engaged in various assignments for statutory audits which gave me an extensive and deep experience in different kinds of the working environment at Banks, Non-Bank Financial Institutions, Companies & Other Institutions etc.

Company	Bank's/ NBFIs	Institution
<ul style="list-style-type: none"> <li>Eskayef Pharmaceuticals Limited.</li> <li>Summit Power Limited.</li> <li>Eastern Housing Limited.</li> <li>Suez Water Technologies &amp; Solution (Bangladesh).</li> </ul>	<ul style="list-style-type: none"> <li>Midland Bank Limited.</li> <li>National Bank of Pakistan Commercial.</li> <li>Bank of Ceylon PLC.</li> <li>IDLC Finance Limited.</li> <li>Meridian Finance &amp; Investment Limited.</li> </ul>	<ul style="list-style-type: none"> <li>Institute of Chartered Secretaries of Bangladesh.</li> </ul>

## ACADEMIC QUALIFICATIONS

American International University- Bangladesh (AIUB)	Dhaka City College (DCC)	Bottomley Home Girls High School
<ul style="list-style-type: none"> <li>Executive Master of Business Administration (EMBA); <b>CGPA:</b> 3.98; <b>Passing Year:</b> 2025</li> <li>Bachelor of Business Administration (BBA); <b>CGPA:</b> 3.92; <b>Passing Year:</b> 2018</li> <li><b>Major:</b> Accounting &amp; Finance</li> </ul>	<ul style="list-style-type: none"> <li>Higher Secondary School Certificate (HSC); <b>GPA:</b> 5.00; <b>Passing Year:</b> 2014</li> <li><b>Group:</b> Business Studies</li> </ul>	<ul style="list-style-type: none"> <li>Secondary School Certificate (SSC); <b>GPA:</b> 5.00; <b>Passing Year:</b> 2012</li> <li><b>Group:</b> Business Studies</li> </ul>

## REFERENCE

<b>Hamidul Islam FCA, FCCA, ACA (ICAEW)</b> Partner IHH & Co., Chartered Accountants <b>Mobile:</b> +8801911275230 <b>E-mail:</b> <a href="mailto:hamidul912@yahoo.com">hamidul912@yahoo.com</a>	<b>Md. Abdur Razzaque, FCA</b> Assistant General Manager- Performance Evaluation Abul Khair Group Empori Financial Center <b>Mobile:</b> +8801988801299 <b>E-mail:</b> <a href="mailto:abdur.razzaque@abulkhairgroup.com">abdur.razzaque@abulkhairgroup.com</a>
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I hereby declare that all the above information is true and correct to the best of my knowledge.



**Anamika Rani Das**