

MD. ZUBAER HAQUE

FINANCIAL REPORTING | TAX & VAT | ACCOUNTING

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PROFESSIONAL SUMMARY

Finance & Accounts professional with 4+ years of experience in corporate finance, accounting, statutory compliance, and financial reporting. Experienced in leading Accounts Payable operations, VAT & Tax compliance, month-end closing, MIS reporting across diversified business environments. Currently pursuing professional degrees to strengthen expertise in financial management.

PROFESSIONAL EXPERIENCE

Executive – Finance & Accounts | Bangla Trac Group | June 2024 – Present

- Maintain and review accounting records, supporting schedules, reconciliations, and transaction documentation to ensure accuracy, completeness, and audit readiness.
- Accounts Payable activities covering 100+ supplier invoices and payment transactions monthly.
- Execute month-end closing through Salary Provision, JV, CPV, BPV, BRV, and CRV entries and related reconciliations (supplier, Employee & Salary).
- Prepare Manual & Online VAT returns (Mushak 6.3, 6.6 & 9.1), withholding returns along with TDS/VDS compliance activities.
- Prepare MIS, Profit & Loss, OPEX, IOU, forecasts, and variance analysis for management review.
- Reconcile 10 corporate bank accounts, 3 MFS accounts, and 100+ vendor accounts.
- Prepare supporting schedules and assist to prepare financial statements.
- Support statutory and external audits through schedules, reconciliations, supporting documents.

Accounts Officer | Islam Group of Industries (Knit Garments) | June 2022 – June 2024

- Processed 100+ supplier invoices and payment transactions.
- Reconciled 3 corporate bank accounts and followed up on outstanding discrepancies.
- Prepared supporting schedules for Trial Balance, financial statements, and statutory audits.
- Assisted internal and external auditors during inventory verification and year-end audit activities.
- Provided accounting records, schedules, documents, and explanations for audit requirements.
- Calculation of TDS/VDS from bills and processed to submit to the government treasury.

Achievement:

- Received formal recognition for outstanding performance, resulting in a merit-based salary increment.
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EDUCATION

BBA – Accounting & Finance | AIUB | 2020 | CGPA 3.78/4.00

HSC – Science | 2014 | GPA: 3.90/5.00

SSC – Science | 2012 | GPA: 5.00/5.00

PROFESSIONAL QUALIFICATION

CMA Partly Qualified (ICMAB) | Level 1 Completed | Intermediate Level (Ongoing)

CA Pre -Articleship (ICAB) | Certificate Level (Ongoing)

TECHNICAL SKILLS

ERP Systems: Logic ERP, Tally ERP 9.

Microsoft Office: Advanced Power Query, Pivot Tables, XLOOKUP, VLOOKUP, Data Validation, Macros & Data Cleaning.

REFERENCES

Md. Iftekhar Uddin

Manager – Finance & Accounts | Bangla Trac Group

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