

# CURRICULAM VITAE

**TASKIN REZA KHALID**

Niketan, Dhaka, Bangladesh

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## Career Summary:

Dedicated finance professional with 13+ years of expertise in accounting, audit, and admin responsibilities. Proven success in optimizing financial processes, fostering client satisfaction, and achieving organizational goals through accuracy and diligence.

## EMPLOYMENT EXPERIENCES

**Habib Sarwar Bhuiyan & Co. Chartered Accountants**

**Tax Manager, Dhaka, Jan 2020 – Present**

- Ensuring compliance with tax laws and regulations for our clientele.
- Developing and implementing effective tax planning strategies to minimize liabilities.
- Preparing and filing various tax returns, including Income tax/VAT/SD
- Conducting research on tax legislation and identifying savings opportunities.
- Representing clients in hearings, appeals, and tribunals before tax authorities and appellate bodies.
- Managing tax authorities with reason, law, and persuasive techniques for favorable client outcomes.
- Drafting detailed replies to notices, queries, and objections raised by tax authorities.
- Advising clients on tax implications of business decisions and transactions.
- Maintaining accurate documentation for all tax-related activities.
- Supervising junior staff and providing mentorship in tax matters.
- Generating reports on tax compliance and financial performance for management.
- Delivering tax training programs recent updates in tax legislation to tax team.
- Developing a database for all tax filings, notices, and correspondence.
- Overseeing the preparation of tax provision schedules and disclosures for financial statements.
- Preparing and presenting detailed tax reports to senior partners and stakeholders.
- Leading tax technology initiatives to automate tax processes and reduce manual workload.

**Habib Sarwar Bhuiyan & Co. Chartered Accountants**

**Audit & Control Manager, Dhaka, Jan 2016 – Dec 2019**

- Developed detailed audit planning and documentation for our clientele
- Conduct internal and external audits and assurance services with audit teams
- Ensure adherence to relevant financial regulations (e.g., IFRS) while assurance and reporting phases
- Reviewing and assessing internal controls of clients for proper assurance and reporting needs
- Identifying and reporting control deficiencies in audit reports and observations to managements
- Verifying accuracy of financial records and statements through detailed testing and review.
- Conducting risk assessments on key processes especially material misstatements and unethical/fraudulent practices

- Preparing Qualified/ Unqualified/Adverse/Disclaimer audit reports with oversight from Engagement Partner and findings for management
- Coordinating with departments for audit-related inquiries
- Participating in special audit projects, including investigations of specific business concerns or issues.
- Ensuring that audit activities are completed within established timelines and budget constraints.
- Ensuring timely and thorough responses to audit related queries from senior Partners and regulatory bodies.

### **Habib Sarwar Bhuiyan & Co. Chartered Accountants**

#### **Senior Associate, Junior Associate, Dhaka, Jan 2012 – Dec 2016**

- Worked on consultancy work on development of Provident Fund Department for publicly listed clients.
- Analyzed revenue streams for audit clients, identifying areas for potential growth and cost savings.
- Conducted audit field works in Dhaka, Sylhet, Jessore, Cox's Bazar, Rajshahi, and Cumilla on various clienteles
- Engaged in strategic discussions with senior management, providing insights from an auditor's perspective.
- Researched and applied international standards such as IFRS to audit engagements.
- Presented audit findings and recommendations to senior management, contributing to strategic decision-making.
- Assisted in drafting financial statements, enhancing accuracy through rigorous checks and reconciliations.
- Contributed to the development of training materials for onboarding new audit staff.
- Participated in audit conferences, gaining insights into the latest developments in the field.

### **ACADEMIC RECORDS**

#### **Chartered Accountant**

- Institute of Chartered Accountants of Bangladesh (ICAB), Professional Level Running
- 9 out of 17 papers passed
- Subjects Passed: Assurance, Accounting, Business Strategy, Audit and Assurance, Business Finance, Corporate Law and Practices, Taxation, Management Information, Information Technology

#### **Masters of Professional Accounting (MPA)**

- Dhaka University (1<sup>st</sup> Semester Running)
- Courses passed after exemption exam: Principles of Accounting, Principles of Economics

#### **Bachelor of Business Administration:**

- North South University, Passing Year: 2012
- CGPA: 3.00 out of 4.00 (86%), Major: Finance and Accounting

#### **A-Level & O Level:**

- Schools: Mastermind & Scholastica
- Passing year: 2006 & 2004
- A Level Subjects & Grade: Economics (D), Accounting (A) and Mathematics (A)
- O Level Subjects & Grade: Economics (A), Accounting (A), Physics(B), Pure Mathematics(A), Mathematics B(A), Bangla Language(A) and English Language(B)

## **OTHER SKILLS:**

### **Computer Skills:**

- MS office applications-Microsoft word, Microsoft PowerPoint, Excel, and Access.
- Online Communication – E-mail and Internet Operations.
- SEO, Meta Marketing, Semrush, Google Analytics, Wordpress, Shopify, Capcut, Canva

### **Language Skills:**

- Mother Tongue: Bangla, Fluent in Speaking, Reading and Writing
- International Language : English, Fluent in Speaking, Reading and Writing
- Others: Hindi, Fluent in Speaking.

### **Language Test Report**

Test	Listening	Reading	Speaking	Writing	Overall Score
PTE	90	85	90	86	90
IELTS	8.0	6.5	7.5	6.5	7.0

### **ONGOING RESEARCH:**

- Audit Quality Improvement through Artificial Intelligence and Digital Transformation: Contemporary Practices, Shortcomings and Prospective Trajectories”
- Innovative Auditing: The Role of Drones and Robotics in Modern Audit Practices in Bangladesh
- Crypto currency and Illicit Finance: Investigating Money Laundering and Terror Financing in Bangladesh
- Navigating Challenges: The Struggle of E-Commerce business in Bangladesh
- The Rise of the Creator Economy in Bangladesh: Opportunities and Challenges

### **Business Ventures**

- Reviewing movies/tv shows on [youtube.com/@trezr2d2](https://www.youtube.com/@trezr2d2)
- Running a Pop Culture Clothing brand named [www.UrbanRebelsshop.com](http://www.UrbanRebelsshop.com)
- Running SEO Lead Gen business named [www.EasyCali.com](http://www.EasyCali.com)
- Crypto trading on Binance
- Deep diving into startup culture, Y Combinator etc.

### **MEMBERSHIP & CERTIFICATIONS:**

- **Income Tax Practitioner (ITP), National Board of Revenue, Bangladesh**
- **Member, Dhaka Taxes Bar Association**
- Udemy, Wordpress Essential Training for Building Websites
- Udemy, The Web Developer Bootcamp 2024
- Udemy, Social Media Marketing Mastery 2024
- Impact Academy, Content Creation Bootcamp
- Udemy , Learn Ethical Hacking from Scratch 2024
- Udemy, The Ultimate QuickBooks Pro Training Bundle 2024
- GrameenPhone Academy, Academic Research Module 1 to 8

### **REFERENCE:**

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