



**PROFILE
OF
FAMES & R
CHARTERED ACCOUNTANTS
DHAKA**

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BRIEF PARTICULARS OF THE FIRM

1. Name of the Firm : **FAMES & R**
Chartered Accountants
2. Year of Establishment : 1985
3. Office Address : Offices:
1. House # 406, Road # 29
Mohakhali (DOHS)
Dhaka-1206

2. Sharaka Mac
House # 3/1 & 3/2 (Flat: A2),
Bijoynagor, Dhaka-1000
4. Name of Partners : Md. Shahadat Hossain FCA
Mr. Abu Sharf Manjurul Hoque FCA
Md. Abdur Rashid FCA
Ms. Fouzia Haque FCA
Md. Ashraf Hossain Mondal FCA.
5. Number of Staff/Management Structure : 77
Partners (Chartered Accountants) - 05
Qualified assistant - 01
Manager - 04
Audit Staff - 56
Tax Consultants - 04
Secretarial Consultants - 01
Support Staff - 06
6. Other Facilities : Computer -20
Printer -10

Telephone -02
Fax -01

Vehicle -05
UPS -10
IPS -01
Internet

BRIEF HISTORY OF THE FIRM

Md. Shahadat Hossain FCA, bearing Enrolment No. 672 admitted as associate 29-08-1993 and as fellow 27-08-1998 of the Institute of Chartered Accountants of Bangladesh (ICAB). He was permitted to start practice under the name and style of “Shahadat Hossain & Co. Chartered Accountants” w.e.f. 09-04-1997. Md. Abdur Rashid FCA, bearing Enrolment No 474 admitted as associate 22-8-1984 and as fellow 25-2-1990 of the Institute of Chartered Accountants of Bangladesh (ICAB). He was permitted to start practice under the name and style “A.Rashid & Co. Chartered Accountants” w.e.f. 14-11-1985 to 04-08-2008. Proprietors of both the firms have formed a partnership firm which was approved by the Institute of Chartered Accountants of Bangladesh w.e.f 05-08-2008. Mr. Ashraf Hossain Mondal FCA bearing Enrolment No. 537 has joined as partner from December 2014.

On the other hand on 01 March, 2000 Mr. A. S. Manjurul Hoque, FCA bearing enrolment no. 695 has permitted to start practice joining in NOWSHER ZAMAN & CO, which was established in the year 1983 as a partner, Subsequently in early 2003 the firm got its name changed to `ZAMAN HOQUE & Co.` keeping all its set up unchanged. On 1 January 2012 Fouzia Haque FCA, bearing Enrolment no. 1032 joined as partner of Zaman Hoque & Co. and got permission from ICAB to start her practice.

On 1 April 2016 both firm Shahadat Rashid & Co. and Zaman Hoque & Co. Merged and formed **FAMES & R** which was duly approved by the Institute of Chartered Accountants of Bangladesh.

The firm have cumulative experience of diverse expertise in academic, accounts, audit, taxation, costing, financial and management accounting and consulting service, company matters, net worth valuation, consultation and administrative.

ENLISTMENT OF THE FIRM

Our firm is enlisted with the following Government and other Organizations.

1. Bangladesh Bank- “A grade”
2. NGO Affairs Bureau
3. Micro Credit Regulatory Authority.
4. Palli Karmashahayak Foundation (PKSF).
5. Bangladesh Securities and Exchange Commission (BSEC)

FOREIGN AFFILIATION

Our firm is member of PrimeGlobal one of the top fifth largest associations of independent accounting firms in the World

The firm is chiefly engaged in the practice of Accountancy and

Offers to perform services involving the **auditing** or verification of financial transactions, books, accounts, or records or the preparation, verification or certification of financial accounting and related statements of any individual/collective/organization/companies etc.

Renders professional services or assistance in or about matters of principle or detail relating to **accounting procedures**, costing techniques or the recording, presentation or certification of financial facts or data of any individual/collective/organization/companies etc.

Renders professional services or assistance in or about **matters of accounting methods, systems and techniques** involving forecasting, planning, organizing, motivating, co-ordinating, controlling and communicating which assist management in its task of formulating policies, programmes, management systems and procedures for maintaining or improving efficiency of any individual/collective/organization/companies etc.

Renders direct assistance to **form both Public and Private Limited Company** and consultation services for necessary activities in promotion of business; assists to the matters with Joint Stock Companies and does all **secretarial job** related to that.

Renders direct professional expertise in the matter of **Taxation** of all manners.

Helps preparing **Accounting Manual** for any organization and renders practical assistance to upkeep all accounting activities i.e. Budgeting, Costing, Book keeping, Accounts Preparation etc. in order to let an organization run with vivid financial discipline.

In addition to above we also provide professional service in the area of Fund Accounting, Budgeting, Financial Analysis and Projection, Inventory Management, Financial and Management Consulting, Investigation, Project preparation and Evaluation, Market Study, Personal Management, Corporate and Business Law Matters, Matters of International Financial Reporting Standards.

Besides, the firm has more objectives such as :

Train up the Articled Students, who are usually registered with ICAB, by way of involving and engaging them into practical field of professional arena in order to achieve and gain pragmatic value of accounting zenith and to develop students fit for C.A. Examination.

Weekly classes for the students are undertaken for academic development in the areas of study where they feel discomfort.

Major consideration of our firm commitment towards quality control which ensuring the quality control as per the guidelines of the Institute of Chartered Accountants of Bangladesh, we also commit ourselves to comply with the international standard.

CURRICULUM VITAE
OF
ABU SHARF MANJURUL HOQUE, B.COM.(HONS), M.COM., FCA

Qualification :

- a) Academic : B.Com(Hons), M.Com in Accounting from the University of Dhaka
- b) Professional Status : Qualified as a Chartered Accountant from The Institute of Chartered Accountants of Bangladesh (ICAB) in 1995. Enrolment No. 695.
- c) Training : Completed C.A. articleship for 3 years from M/s Ahsan Mustafa Kamal & Co., Chartered Accountants, Dhaka and performed audit and accounting works at various Government, Semi-government, Autonomous, Public and Private Companies including Banks and other Financial Institutions.
- d) Computer Course :
▶ Completed Computer course on Lotus-123 under institute of Chartered Accountants of Bangladesh, sponsored by the UNDP.
▶ Know MS Word & Excel.

PAST EMPLOYMENT :

- 1) Organization : Desh Group of Companies
Designation : Accounts Executive
Period : From 21-08-1983 to 13-12-1984
Job Description : Controller of Group Final Accounts, Budgetary Control, Cost Control, Store Accounts including maintenance and controlling of Foreign Currency Accounts.
- 2) Organization : Ambee Apparels Limited
Designation : Chief Accountant
Period : From 14-12-1984 to 13-12-1986
Job Description : Overall In-charge of Accounts Department including Tax matter.
- 3) Organization : Bangladesh Petroleum corporation
Designation : Deputy Manager(Accounts)
Period : From 14-12-1986 to 20-08-1990
Job Description : In-charge of Head Quarter Accounts, including :
i) Finalization of Corporate Annual Accounts
ii) Preparation of Corporate Annual Revenue & Capital Expenditure Budget.
iii) Feedback of Information to Fund Providing Agencies i.e. World Bank, Asian Development Bank etc.
iv) Supervision of Subsidiary Companies, Project Accounts and Budget.

- v) Compilation of Accounts of Corporation and Subsidiary Companies and Project.
vi) Tax matter of Corporation.
- 4) Organization : G. Kibria & Co., Chartered Accountants
Designation : Manager (Audit & Administration)
Period : From 21-08-1990 to 30-06-1991
Job Description : i) Finalization of Audit Report
ii) Supervision and allocation of work among the Article Students & staffs.
- 5) Organization : Hecny Transportation (Bd) Ltd.
Designation : Manager (Accounts)
Period : From 01-07-1991 to 28-08-1997
Job Description : Overall In-charge of Accounts Department including Reconciliation of Group Accounts and Tax matter & Company Secretarial matters.
- 6) Organization : G. Kibria & Co., Chartered Accountants
Designation : Partner
Period : From 29-08-1997 to 29-02-2000

PRESENT ENGAGEMENT : PARTNER
FAMES & R, Chartered Accountants
From 30-02-2000 to till the date.

TRAVELLED IN INDIA, NEPAL, THAILAND AND SRILANKA ON PROFESSIONAL TOUR.

MD. SHAHADAT HOSSAIN FCA

Mobile: 01715-001622

Email: sha.hossain@gmail.com



Career Summary

A veteran Chartered Accountant with distinguished 23 years of professional services in the field of Accounting, Auditing and Financial arena; a proven track record of contributory personalities with professional acumen, intellectuality and wisdom for the society and the country.

Personal Information

Father's Name : Late Abdul Latif Miah

Mother's Name : Mrs. Khodeza Khatun

Address : **Office:**House #406 (1st Floor), Road # 29,
DOHS Mohakhali, Dhaka-1206

Residence:House # 484, Road # 16, Block # F,
Bashundhara Residential Area, Dhaka.

Date of Birth : November 26, 1965

Nationality : Bangladeshi

Qualification

Chartered Accountant; Fellow member of the Institute of Chartered Accountants of Bangladesh (ICAB) since last 23 years.

Masters in Accounting, Govt. Jagannath College, University of Dhaka

Membership in Professional Bodies

- **Fellow Member** of the Institute of Chartered Accountants of Bangladesh. Enrol No. 672
- **Member** Institute of Internal Auditors of Bangladesh
- **Council Member** of the Institute of Chartered Accountants of Bangladesh from 2007
- **Vice president** of ICAB for the years 2009 and 2011
- **Ex Chairman** Technical and Research Committee of ICAB
- **Member** Small and Medium Practice Committee of South Asia Federation of Accountants (SAFA)
- **Ex Member** Government and Public Sector Accounting committee of South Asian Federation of Accountants (SAFA)

Experience: 23 Years

Partner : FAMES & R., Chartered Accountants (A Member firm of PrimeGlobal. An Association of Independent Accounting Firms)

Ex Accounting Advisor- Agrani Bank (For the period 2004 to 2007).

Ex Board Director Bangladesh Cable Shilpa Limited. (An entity under Ministry of post and Telecommunication).

Ex Board Director Horipur Power Plant (A Strategic Business Unit of Bangladesh Power Development Board).

Expertise

Member Review Committees (2011)	Companies ACT Income Tax Law Trade Organization ACT Society Registration ACT Multilevel Marketing ACT
Team Leader for publication (2008)	Bangladesh Financial Reporting Standard (BFRS) Bangladesh Accounting Standards (BAS) Bangladesh Standard on Auditing (BSA)
Member	Development of Accounting framework and review of Internal Audit Manual of Bangladesh Bank.
Trainer on IFRS	Participated by Officers of Bangladesh Bank Officers of Agrani Bank
Paper presenter at Seminar on	International Financial Reporting Standards Macro Economic performance of Bangladesh Income Tax Issues

Achievement

Awarded by **Channel-i** for winning in a competition regarding agricultural issue of the country

Appreciation by **Bangladesh Text Book Board** for contribution to the text books of **commercial subjects**.

Publication

Author of the books: Bangabandhu .O. Bangladesher Arthonity
Accountability for Economic Development

Regular contributor to different daily newspaper and periodical Journals on various Financial, Economics, Budgeting, Fiscal, Agriculture, Educational issues.

Media Presence

Participants TV talk Show, Radio Program, Round Table conference

Country Visited

India, Nepal, Sri-Lanka, Malaysia, Pakistan, Saudi Arabia, China.

(Md. Shahadat Hossain, FCA)

**CURRICULUM VITAE
OF
MD. ABDUR RASHID. FCA**

NAME : MD. ABDUR RASHID. FCA

FATHER'S NAME : Md. Ali Akkas Talukder

OFFICIAL ADDRESS : FAMES & R
Chartered Accountants
House#406, Road#29
Mohakhali (DOHS)
Dhaka-1206

Phone # 8360126
Mobile # 01783294818

PERMANENT ADDRESS : Vill; - Maitherdia
P.O. – Panchgachi
P.S. – Daudkandi
Dist. – Comilla

NATIONALITY : Bangladeshi by Birth

DATE OF BIRTH : January 01, 1953

EDUCATIONAL QUALIFICATION : B.Com. Chartered Accountant, FCA

PROFESSIONAL QUALIFICATION : Chartered Accountants
Enrolment # 474 (1984) The Institute of Chartered Accountants of Bangladesh (ICAB)

PRESENT POSITION : Partner
FAMES & R
Chartered Accountants

PAST SERVICE EXPERIENCE :
Period : 1984-1985

Organization :
M. ALAMGIR & CO.
Chartered Accountants

Position: Qualified Assistant

Responsibilities :
As a Qualified Assistant I was responsible for conducting audit, finalization of accounts, preparation of report of different public and private sector organization.

Period : 1982-1984

Organization :
M. ALAMGIR & CO.
Chartered Accountants.

Position: Manager Audit.

Responsibilities :
As the Manager Audit I was responsible to organize the audit and accounting team and to conduct the audit and accounting work.

Period : 1981-1982

Organization :
KOLLOL ELECTRONICS LIMITED
Dhaka

Position: Chief Accountant

Responsibilities :
As an unqualified Accounts Chief of an organization I have acquired practical aspects of maintaining day to day accounts and drawing up financial accounts of Limited Companies.

Period: 1977-1981

Organization:
A. KHALEQUE & CO.
Chartered Accountants.

Position: Articled Student

Responsibilities:
As an Articled Student of a CA Firm I have learned the system, of audit, inspection and investigation. During my articleship I have finalized the audit and accounts of several organizations.

Period : 1974-1977

Organization:
Panchgaria Union High School

Position: Assistant Teacher

Responsibilities:
As a Teacher of a High School I was engaged in teaching of basic book-keeping, Organization, Commercial Correspondence and Management.

WORK EXPERIENCE:

- A. Dhaka Water Supply Sector Development Project (Dhaka WASA)
Working as financial management expert and performed the following works: (March 10 to till date)

1. Prepared Financial Management Procedures for Project Management Unit (PMU).
2. Other miscellaneous documents.
3. Supervised the accounting activities of PMU

B. Bangladesh Power Development Board in Association with ERNST AND YOUNG Chartered Accountants (INDIA). (March April 2008)

Worked performed

- Reconciled the Govt. Loan.
- Take part to reconciled the foreign loan

C. HYSAWA PROJECTS: (February, March 2008)

Worked as financial consultant and prepared the following Manuals.

- Accounting Manual
- Procurement Manual (Based on Public Procurement Rule 2008)

D. Bangladesh Water Supply Program Project (March 2007- October 2007) (World Bank) (AQUA)

Worked as financial consultant and performed the following works:

1. Studied the financial position of selected 5 Pourashavas
2. Prepared part diagnostic report.
3. Prepared forecasted cash account.
4. Prepared Cash flow statement.

E. Dhaka WASA. (February 06-August 06) (ADB) AQUA, CARLBRO

Worked as a Financial Consultant in Dhaka WASA in association with CARLBRO of Denmark and performed the following works:

1. Study the financial position of D.WASA.
2. Prepared forecasted Balance Sheet.
3. Prepared Cash flow statement.
4. Study the water tariff management.
5. Calculate the Internal Rate of Return. (IRR)
6. Prepared a financial assessment report of D.WASA.

F. LOCAL GOVT. ENGINEERING DEPARTMENT (LGED) : (November 2000- May 2001)

(ADB) EPC, DHB Netherlands

Worked as a Financial Consultant in Urban Governance and Infrastructure Improvement Project (UGIIP) under LGED and performed the following works;

1. Study the financial position of 22 Pourashava (Municipality).
2. Prepared financial (midterm and final) report 22 Pourashava (municipality).
3. Analysis the financial forecast of 22 Pourashava (Municipality).
4. Work plan of Financial Consultants.

G. LOCAL GOVT. ENGINEERING DEPARTMENT (LGED) (March 99 – October 99)

(ADB and others) AQUA, MotMcDonald

Worked as a Financial Consultant in Rural Development Project - 21 (RDP - 21) under LGED and performed the following works;

1. Developed a Training Manual for Union Parishad Chairman and imparted training to Union Parishad Chairman and Commissioner.
2. Revised the Accounting Manual of Union Parishad.
3. Developed the Financial Management Reporting System for RDP - 21.
4. Prepared a paper on Local Resource Mobilization.

H. SECOND WATER SUPPLY PROJECT UNDER DRHE (9DTP) : September 1998-February 1999) (ADB) AQUA, BKH

Worked as a Financial Consultant in 9DTP in association with BKH of Netherlands and performed the following works;

1. Developed the Accounting System for Pourashava Water Supply Section.
2. Imparted training to accounts staff and implemented the accounting system at Mymensingh, Sylhet, Barisal and Comilla Pourashava.
3. Conducted various workshops for pourashava staff.

I. DUTCH ASSISTED PROJECTS: February 1993- August 1998) (Govnt. of Netherlands)

AQUA-DPC, DHB

Worked as Financial Consultant in DPHE Water Supply & Sanitation Project in association with DHV of Netherlands and performed the following works;

1. Developed and implemented the “No Loss Accounting System” for Pourashava Water Supply Section under 18DTP.
2. Prepared Training Manual for Accountants Training and Basic Management Course for SDE, DPHE under 18DTP.
3. Imparted training to accounts staff and implemented the accounting system at all pourashava under the Project (18DTP).
4. Prepared various report like training report, yearly closing of Pourashava Water Supply Section (PWSS), Pourashava Health Section (PHS) accounts.
5. Prepared a Purchases Manual for PWS under 18 DTP.
6. Implemented the Store Keeping and Store Accounting System in PWSS under 18DTP.
7. Guided the Monitoring Team to implement the accounting system in PWSS under 18 DTP.
8. Prepared projected accounts for Bhola, Narail, Magura, Jhalakati, Naogaon, Moulavi Bazar, Manikganj, Shariatpur and joypurhat PWSS under 18 DTP.
9. Calculated the Water Tariff of PWSS under 18 DTP on “No Loss” basis analyzing Break-even.
10. Prepared agreement to provide financial assistance to PWSS under 18DTP.

J. CITY CORPORATIONS: July 1992- October 1992) (ADB) BEC, SGB Philippine

Worked as a Training Consultant in UNCHS Project in association with SGV & Co. of Philippines.

1. Worked as Training Specialist and imparted Financial Management Training at Dhaka and Chitagong City Corporation before implementing the new system.

K. IDA DEEP TUBEWELL PROJECT II : (October 1988- May 1992) (World bank)

EPC, MotMcDonald

Worked as Financial Consultant in IDA Deep Tube-well Project II under MOT McDonald International and performed the following works.

1. Development, Training and Implementation of irrigation accounting system of Krishak Shamabaya Shamity (KSS) under two tier Co-operative system of Bangladesh Rural Development Board (BRDB).
2. Developed the budgeting system of KSS.
3. Developed the Water charge calculation system of KSS.
4. Conducted workshop on KSS book-keeping system.
5. Developed training manual on book-keeping system for the KSS group manager, book-keepers, UCCA (TCCA) inspectors, accountants and ARDO.
6. Arranged training of trainers (TOT) of ARDO, URDO, of BRDB and Accountants of UCCA (TCCA) for implementation of accounting System at KSS level.
7. Sonali Bank Term Loan Accounting System Development and Implementation at branch level under pilot project.
8. Thana Central Co-operative Association (TCCA/UCCA) Term Loan Accounting System Development Training and implementation at Thana level under pilot project.
9. Developed the MIS for Sonali Bank Term Loan Accounting System under pilot projects.
10. Developed the MIS for UCCA/TCCA Term Loan Accounting System under pilot projects.
11. Conducted workshop for Sonali Bank Term Loan Accounting System.
12. Conducted workshop for UCCA/TCCA Term Loan Accounting System.

ACCOUNTING AND TRAINING SYSTEM:

As a public accountant, accounting systems were developed and necessary training to implement the systems has been imparted by me in the following organizations;

1. Blue Trading Co. Ltd. (Cigarettes Mfg. Co.)
2. Travel Service Ltd.
3. Pearsons Garments Ltd.
4. Dolphin Steel Complex Ltd. (Formation of Company)
5. Shatarupa Textile Mills Ltd.
6. IDA Deep Tube-Well Project II
7. Dhaka City Corporation.
8. Chittagong City Corporation.
9. Pourashava Water Supply Section (Under 18 DTP).
10. Sonali Bank Term Loan Accounting System (Under Pilot Project)

MANUALS:

Following Manuals have been prepared

1. Manuals for KSS Irrigation bookkeeping System.
2. Sonali Bank Term Loan Accounting System.
3. UCCA/TCCA Term Loan Accounting System.
4. Manual for Pourashava Water Supply System (PWSS).
5. Purchase Manual for PWSS.
6. Accounting Manual for HYSAWA Projects.
7. Procurement Manual for HYSAWA Projects.

PRACTICAL EXPERIENCE AS ARTICLED STUDENT, QUALIFIED ASSISTANT AND AS A PUBLIC ACCOUNTANT:

During my Articled Student period, as a Qualified Assistant of Chartered Accountants Firm and as a Public Accountant, I have finalized the audit of a good number of Sector Corporation, NGO's, and Public & Private Ltd. Companies. Some of them are listed below;

- A. Project of Bangladesh Jute Mills Corporation (BJMC) :
 1. Gawsia Jute Mills Ltd.
 2. Hamidia Jute Mills
 3. Jabbar Jute Mills
 4. Jute Plastic Industries Ltd.
 5. Mills Furnishing Ltd.
 6. The Bawa Jute Mills Ltd.
 7. Monwar Jute Ltd.
 8. Bangladesh Jute Mills Corporation (HO).
- B. Projects of Bangladesh Chemical Industries Corporation (BCIC) :
 1. National Ceramic Industries
 2. Mirpur Ceramic Works
 3. Tekerhat Limestone Mining Projects.
 4. Bijoypur White Clay Mining Projects.
- C. Project of Bangladesh Textile Mills Corporation (BTMC) :
 1. Kalico Textile Mills Ltd.
 2. Bengal Textile Mills Ltd. (Sales Center)
 3. Noakhali Textile Mills Ltd. (Sales Center)
 4. National Cotton Mills Ltd.
 5. Pilon Industries Ltd.
 6. Fine Cotton Mills Ltd.
- D. Projects of Bangladesh Steel & Engineering Corporation (BSEC) :
 1. Atlas Bangladesh Ltd.
 2. Bangladesh Cycle Industries
 3. Eastern Tubes Ltd.
- E. Projects of Bangladesh Small & Cottage Industries Corporation (BSCIC) :
 1. Head Office and several projects of BSCIC.
 2. Bangladesh Salt Industries.

F. Projects of Bangladesh Forest Industries Development Corporation (BFIDC) :

1. Wood Treating Plant.
2. Chittagong Board Mills.

G. Projects of Bangladesh Handloom Board (BHB) :

1. TFC, Bhairab, Kishoreganj;
2. TFC, Chomohani, Noakhali;
3. TFC, Kumarkhali, Kushtia;
4. TFC, Shovarampur, Comilla.

H. Projects of Sena Kalyan Shangstha (SKS) :

1. Bayezid Industries.
2. Chittagong Aluminum.
3. Janata Hosiery.
4. Tire Sole Ltd.

I. Bangladesh Power Development Board (BPDB) :

1. Commercial Operation, Comilla (BPDB);
2. Commercial Operation, Gulshan (DESA);
3. Commercial Operation, Siddhirganj (DESA);
4. Valuation of Fixed Assets of BPDB.
5. Commercial Operation Rajshahi (PDB)
6. Commercial Operation Mymensingh (PDB)
7. Commercial Operation Chapainowabgonj, Shibgonj (PDB).
8. Commercial Operation Naogaon.

J. Dhaka Electric Supply Co. (DESCO) Ltd.

K. Rural Electrification Board (REB) :

1. Cox's Bazar Palli Bidyut Samity
2. Mymensingh Palli Bidyut Samity – 1
3. Naogaon Palli Bidyut Samity
4. Shariatpur Palli Bidyut Samity

K. Insuranc

1. Nitol Insurance Co,Ltd. (Special Audit)
2. Jibon Bima Corporation (Special Audit)

L. Ministry of Health

- Lalmonirhat Sadar Hospital including four Upazila health complex and a large number of Union Parishad health Centre.
- Lalmonirhat District family planning office including upazila family planning office and large.

M. NGO:

1. Voluntary Services Overseas (VSO);
2. Bangladesh National Society for the Blind (BNSB);

3. Rehabilitation Project of BNSB;
4. Community Health;
5. Women's Voluntary Association.
6. Human Rights Learning Program: "Towards Developing Human rights Community" a Project of Nagorik Uddyog, Dhaka.
7. Bangladesh Protibondhi foundation (BFP) a Projects of Child Disability Surveillance in Less Development Countries.
8. Promised.
9. Naripokhaya
10. Bangladesh Home Workers Association
11. HomeNet Bangladesh
12. 10 number NGOs under PKSF

N. A Large Number of Public & Private Ltd. Co.

O. Supervised the audit of Commercial Bank and House Building Finance Corporation and Branch of Bangladesh Krishi Bank.

P. Finalized the audit of Central Co-operative Bank, Narail.

Q. Internal Audit:

1. DPHE - DANIDA Water Supply and Sanitation Component
2. AQUA Consultants and Associates Ltd.

R. A large number of Non govt. Educational Institutions.

S. Registered Non Govt. Primary school.

(MD. ABDUR RASHID FCA)

CURRICULUM VITAE
OF
MR. MD. ASHRAF HOSSAIN MONDAL, FCA

1. Name : Md. Ashraf Hossain Mondal
2. Father's Name : Late Md. Koser Ali Mondal
3. Permanent Address : Village- Mirpur
Po+Ps+Dist- Sirajganj
4. Present Address : Plot no- 384, Flat no- 201, Road no- 7/A, Block no- D
Bashundhara R/A, Dhaka – 1229
5. Mobile : 01706-446010, 01199-801749
6. Date of birth : 7th February 1954
7. Nationality : Bangladeshi
8. Religion : Islam
9. Educational Qualification : B.Com
10. Professional Qualification : Chartered Accountant (FCA)
11. Other Training : Participated at Indonesia for one month training in Jakarta Bali and Java in the year 1990 particularly on self-help Group (Micro Credit Project) while Servicing in Bangladesh Krishi Bank as Deputy General Manager
12. Job experience : (A)- Served in Bangladesh Krishi Bank (Agricultural Bank) from 1983 to 1998 and held up to the post of Deputy General Manager and worked in the area of Regional Manager Faridpur, Chief Regional Manager, Mymensingh head of Accounts, Head of fund management, head of Internal Audit and Head other department at head office.

(B)- I also served in Bashundhara Group for about fifteen years (1999 to 2014) and my job description were preparation of new project plan, sales performance evaluation of different products, maintenance of head office accounts, supervision of internal Audit, development of internal control system of each and individual manufacturing units and sometimes performed investigation work as and when assigned by the Management.
13. Language proficiency : Fluency in Bangla and English both speaking & writing
14. Audit Experience : I have audited Bangladesh Tobacco Company Ltd

American Life Insurance Company, BAVS (Bangladesh association of Voluntary Sterilization and Vasectomy System of Family Planning,I also Served at Tabani Beverage Company Ltd., 257 Tejgaon Industrial Area,Dhaka from 1976 to 1979 as In charge of accounts and finance at the time of my articleship in Ahmed Reza & Company, Chartered Accountants.

15. Membership in professional Society: Fellow member of the Institute of Chartered Accountants Of Bangladesh Enrolment number 537, Member Rotary Club of Dhaka.

16. Country of experience Bangladesh.

17. Employment record at present Partner, FAMES & R, Chartered Accountants
House # 406 (1st Floor), Road # 29
Mohakhali DOHS, Dhaka- 120

Md. Ashraf Hossain Mondal, FCA

CURRICULUM VITAE
Of
Ms. FOUZIA HAQUE, FCA

Academic Qualification	:	M.Com in Management from the University of Dhaka in 1992.
Professional Qualification	:	Qualified as a Chartered Accountant from The Institute of Chartered Accountants of Bangladesh (ICAB) in 2008. Enrolment no. 1032. Completed C.A. Articleship from Hawlader Yunus & Co., Chartered Accountants.

Past Employment :

2016(June)	Joined as Partner FAMES & R, Chartered Accountants
1991-2001	Joined at BRAC in October, 1991 as an Asst. Accountant and continued till April, 2001 as Sr. Accountant.
2001-2004	Joined at BRAC University as Chief Accountant in May, 2001 as an Asst. Accountant and continued till April, 2004 encompassing responsibilities of total financial discipline and control.
May '04 to Sept '08	Joined as Manager (Audit) at Zaman Hoque & Co. Chartered Accountants, Dhaka.
Oct '08 to Dec '11	Joined as Director & Consultant (Student) at ACNABIN. Chartered Accountants, Dhaka and performed as a Qualified Assistant.
March '09 to Sept '10	Financial Consultant of World Bank Bangladesh
Jan '12 to 2015	Joined as PARTNER of Zaman Hoque & Co. Chartered Accountants, Dhaka.

Experience:

Major Professional Services provided are as follows:

- i. Financial Consultant of **World Bank Bangladesh** from March 2009 to September 2010.
- ii. 'Financial Management Capacity Development Training' to the Lead and Associate NGOs implementing GFATM funded project managed by Save the Children USA.
- iii. Organizational review **Oxfam- Novib** funded partner NGOs namely Bangladesh Environmental Lawyers Association (BELA), Karmajibi Nari (KN), BNPS, Pollishree,DKS.

- iv. Audit of MJF funded partner NGOS.
- v. Internal Audit of Manusher Jonno Foundation (MJF).
- vi. Organizational Review of **DFID** funded partner NGOs in Bangladesh managed by MJF
- vii. Due Diligence work in Anato Group.
- viii. Financial System Review of 17 partner NGOs of JICA
- ix. Gender audit of UCEF funded by DFID.
- x. Audit of HIV and Aids Alliance (HASAB), BRAC University.
- xi. Audit of Pathfinder fund USAID
- xii. Financial and procurement manual preparation of SMC, MEB Poyee (Chittagong).
- xiii. Audit of Stromme Foundation (SF) & its projects.
- xiv. Audit of 7 Partner NGOs under **National Nutrition Project (NNP) of Government of Bangladesh (GoB)**.
- xv. Organizational Review (Spot Checking) of 23 partner NGOs funded by UNICEF.
- xvi. Audit of ECHO Social Development Organisation.
- xvii. Audit of VERD (Voluntary association for Rural Development).
- xviii. Audit of Nari Uddog Kandra.
- xix. Audit of PARI, Mymensingh
- xx. Quarterly review of 23 PNOG of Water Aid Bangladesh
- xxi. Internal auditor of NGO Forum for Public Health
- xxii. Internal auditor of DRRA
- xxiii. Internal auditor of BNNRC

Language proficiency

Bangla and English

Computer Literacy

Application Software MS Excel, MS Word, Word Perfect.

LIST OF WORK DONE BY THE FIRM

The firm has audit and other professional service providing experience in different types of organizations such as Bank & Financial institutions, Sector Corporation, Non-Government Organizations, Private Companies etc. Sector wise details are presented as follows:

Service Provided for Bank, Insurance and other financial institutions	Period / Year
Habib Bank AG Zurich (Bangladesh Representative office)	Running
Review of loan file of one of the borrowers of Agrani Bank Ltd. Posta branch with balance of Tk 185 crore	2014
Preparation of Chart of Accounts for Ansar VDP Bank	2016
Preparation of Annual Report of Agrani Bank Ltd.	2010
Preparation of Annual Report of Janata Bank Ltd.	2010
Providing Accounting Consultancy Service for Agrani SME Financing Co. Ltd.	2013-2015
Special Audit of MIDAS Financial Co. Ltd.	2012
One of the partners has experience for Preparation of Comprehensive Financial and Account Manual including elaborate Chart of Accounts for Agrani Bank (Presently Agrani Bank Ltd.)	2010
One of the partners has experience for providing consultancy service for preparation of financial statements in accordance with International Financial Reporting Standards of Agrani Bank Ltd.	2010
Our one of the partners has experience to review loan file of Tk one crore and above of Janata Bank	1996
Our one of the partners has experience to review loan file of Tk one crore and above of IFIC Bank Ltd.	2000
Special Audit of Jiban Bima Corporation.	2009
Special Audit and Investigation of death claim of Progati Life Insurance Ltd.	2013 to 2015
Audit of Provident Fund of Prime Finance and Investment Ltd.	From 2008
Audit of Provident Fund and Gratuity Fund of IIDFC.	From 2008
Performing Special Audit of Nitol Insurance Co. Ltd.	2008
Preparation of Internal Audit Manual for National Life Insurance Co. Ltd.	2008
Providing accounting service for American Express Bank Representative office , Dhaka	2007 to 2010
Audit of Provident Fund and Super Annuation Fund of Agrani Bank Ltd.	2009 to 2011
Providing secretarial service for International Leasing and Financial Service Ltd	2004

Service Provided for Bank, Insurance and other financial institutions	Period / Year
Bangladesh Krishi Bank (Loan Remission)	
Bangladesh Krishi Bank (Annual Audit)	
Housing Building Finance Corporation	
Janata Bank (Loan Remission)	
Pubali Bank (Loan Remission)	
Sonali Bank (Loan Remission)	

Sector Corporation

1. Bangladesh Jute Mills Corporation (BJMC Head Office)
2. Pylon Industries (BTMC)
3. National Cotton Mills (BTMC)
4. Fine Cotton Mills (BTMC)
5. Monwar Jute Mills (BJMC)
6. Bawa Jute Mills (BJMC)
7. TFC Kumarkhali (Bangladesh Handloom Board)
8. BSCIC Salt Projects
9. Tangail Cotton Mills Ltd (BTMC)
10. Taj Jute Mills Co. Ltd.
11. Karim Jute Mills Ltd. (P.F. Trust)
12. Bangladesh Textile Mills Ltd.
13. Kishoreganj Textile Mills Ltd.
14. Kishoreganj Textile Mills Ltd. (P. F. Trust)
15. Eagle Box & Carton Manufacturing Co. Ltd.
16. Kohinor Battery Manufacturing Co. Ltd
17. North Bengal Paper Mills Ltd.
18. Osmania Glass Sheet Factory (Provident Fund)
19. Sylhet Pulp & Paper Products Ltd.
20. Zia Complex
21. Zia Fertilizer Co. Ltd. (Staff & Employers P.F. Trust)
22. Carew & Co. Ltd.
23. Deshbandhu Sugar Mills Ltd.
24. Rangpur Sugar Mills Ltd.
25. Joypurhat Sugar Mills Ltd. (Road & High Way Fund)
26. Rajshahi Sugar Mills Ltd. (Road & High Way Fund)
27. Chittagong Steel Mills Ltd.
28. Bangladesh Small & Cottage Industries Corporation (BSCIC)
29. Trading Corporation of Bangladesh (TCB)
30. Renwick Jajneswar BD & Co.
31. Carew & Co. (Bangladesh) Ltd.
32. Mymensingh Jute Mills (Pvt.) Ltd.
33. Natore Sugar Mills Ltd.

Power Sector.

1. Cox's Bazar Palli Bidyut Samity (Under Rural Electrification Board)
2. Bangladesh Power Development Board (PDB), Comilla (Consumer Audit)
3. Bangladesh Power Development Board (Valuation of Fixed Assets)
4. Bangladesh Power Development Board, Rajshahi (Consumer Audit)
6. Nawgaon Palli Bidyut Samity (Under Rural Electrification Board)
7. Dhaka Electric Supply Authority (Consumer Audit)
8. Dhaka Electric Supply Co. Ltd (Consumer Audit)
9. Bangladesh Power Development Board, Mymensingh (Consumer Audit)
10. Bangladesh Power Development Board, Chapainawabgonj & Shibgonj (Consumer Audit)
11. Reconciliation of Govt. Loan of PDB in association with Ernst and Young, India
12. Audit of commercial operation of (consumer ledger, billing and collection) Munshigonj electric supply of DESA for the years 1996-1997 and 1997-1998.
13. Audit of commercial operation of (consumer ledger, billing, collection and bank reconcile) Dhaka Electric Supply Co. Ltd. (DESCO) for the years 1998-1999 and 1999-2000.
14. Audit of commercial operation of (consumer ledger, billing, collection and bank reconcile) Sales & Distribution Division -1, Khulna of Bangladesh Power Development Board (BPDB) for the years 1999-2000, 2000-2001 and 2001-2002 and Sales & Distribution Division -2, Khulna of Bangladesh Power Development Board (BPDB) for the years 2002-2003 and 2003-2004.
15. Titas Gas (Consumer Audit)
16. Bakharabad Gas (Consumer Audit)

Non- Government Organizations (NGOs)

1. Women Voluntary Association.
2. Bangladesh National Society for the Blind.
3. Community Health.
4. Voluntary Service Overseas.
5. Child Disability in less Development Countries.
6. Human Rights Learning Program: Towards Development Human Rights Countries.
7. Asoka: Innovators for the Public
8. Promised
9. Bangladesh Home Workers Women Association (BHWA)
10. Home Net Bangladesh
11. SIDR Relief Project of BHWA
12. Nari Uddug Kendra (NUK)
13. Urban Services and Advocacy for Gender Equality Project (Project of NUK)

14. Community Health Clinic Project (Project of NUK)
15. Friends in Village Development Bangladesh (FIVDB)
16. Village Development & Training Program, Sylhet (Project of FIVDB)
17. Arsenic Mitigation Programme (Project of FIVDB)
18. Active Learning Core Project (Project of FIVDB)
19. Integrated Development Programme (Project of FIVDB)
20. Assistance for Slum Dwellers (ASD)
21. ADD- Bangladesh
22. Youth Initiative for Socio-Economic Approach
23. Samajik Unnayan Shanghtha (SUS)
24. Kazer Dak
25. Assemblies of God Mission (AGM)
26. Asiatic Society of Bangladesh
27. Bangladesh Bible Society²⁸.
28. Bangladesh National Society for The Blinds (BNSB)
29. Banchte Shekha, Jessore
30. Bureau of Business Research
31. Christian Communication Centre
32. Credit Union League of Bangladesh (CULB)
33. Christian Commission for Development in Bangladesh (CCDB)
34. David Livingstone International
35. Diakonia - Bangladesh
36. Encyclopedia of Bangladesh Project - BANGLAPEDIA
37. Food for The Hungry International
38. Garo Baptist Convention
39. Gram Bikash Shahayak Shangstha
40. Humanity Orientation and Poverty Eradication Services (HOPES)
41. Juba Jiban Advancement Committee
42. Mukti Nari-O-Shishu Unnayan Sangstha
43. Network for Research and Training (NRT)
44. NETZ Partnership for Development in Bangladesh
45. Pradipan
46. Padma Gorai Pally Unnayan Sangstha
74. Sampreeti
48. Society for International Ministries (Former ICF)
49. Save The Children Fund – Australia
50. Tribedi Women Social Development Association
51. Village Development Organization (VDO)
51. Village Economic Development Association (VEDA)
52. Evening MBA Program, D.U.
53. UDDIPAN
54. CODEC
55. RUPANTAR
56. BASTOB

57. Action on Disability & Development (ADD)
58. Pushpakanan Multipurpose Development Society
59. Social Earn Backing Advancement (SEBA)
60. People's Oriented Programme Implementation (POPI)
61. PROGRESS
62. PROKRITEE
63. ASHAR ALO SOCIETY
64. PIDIM FOUNDATION
65. PODOKHEP
66. Public Health Development
67. Gono Kallyan Songstha

Development Projects.

1. DANIDA Water Supply and Sanitation Projects (Internal Audit)
2. Accounting system development of KSS under IDA Deep Tube Well Project II
3. Term Loan Accounting System Development of Sonali Bank (IDA DTW II. Projects)
4. Term Loan Accounting System Development of UCCA Bank (IDA DTW II. Projects)
5. Accounting System Development of Pourashava Water Supply System. (18DTP)
6. Urban Governance and Infrastructure Development Projects.(Feasibility Study)
7. Rural Development Projects (RDP-21) (Accounting System Development and training)
8. Accounting system Development of Dhaka and Chittagong City Corporation.
9. Dhaka Water Supply Project.(Preparation of Feasibility Report of Dhaka WASA in association with CARLBRO of Denmark.)
10. Accounting System Development of Pourashava water supply system. (2nd Water Supply Project)
11. Bangladesh Water Supply Program Project Preparation of financial position report of 5 Pourashava water Supply Section (PWSS) under 5 Pourashava in association with AQUA Consultants and Associates LTD.
12. HYSAWA Fund (Preparation of Procurement and accounting Manual for Union Parishad under HYSAWA Fund in association with MPID.
13. Preparation of Financial performance report of 5 pourashava water supply section (PWSS) under different 5 pourashava in association with AQUA Consultants and Associates Ltd.

Ministry of Health:

1. All Health and Family Planning Officers under Lalmonirhat district

Ministry of LGRD and Cooperative:

1. Charghat Upazila Parishad
2. Mohammadpur Upazila Parishad
3. 40 no. Union parishad in the district of Jessore, Magura and Narail district.
4. 110 Union parishad in the district of Khulna, Bagerhat & Shatkhira.

Ministry of Education and Educational Institution:

1. Huge number of non-Govt. College, School & Madrasa of different Thana/Upazila as appointed by the Ministry of Education.
2. Adarsha Teachers Training College
3. Bangladesh College of Physical Education
4. East-West University
5. Institute of Information Technology
6. University Dental College & Hospital
7. Community Based Medical College & Hospital, Mymensingh
8. BNSB Eye Hospital, Moulvibazar
9. Schools, Colleges & Madrasahs, appointed by Govt. Education Ministry
10. Alhaj Abdul Kaddus Homeo Medical College Hospital, Kishoreganj
11. Presidency University College, Dhaka
12. Zamia Gafuria Darussunnah, Iswarganj, Mymensingh
13. Mohammadabad Islamia Alim Madrasa, Dhaka
14. University Of Dhaka (EMBA)
15. Dental and Medical Community Services and Research Foundation a project of University Dental College and Hospital.
16. SHOWDESH Medical Hospital, Mymensingh

Non Govt. Educational Institution (Primary level) Upazila wise

1. Chaugacha
2. Moheshpur

Fund and Association

1. BISF Workers Profit Participation Fund
2. Jabbar Jute Mills Ltd. Workers Provident Fund
3. Bijoypur white Clay Mining Project Workers Provident Fund
4. BCIC Employees Contributory Provident Fund trust
5. Dhaka Bar Association
6. Pabna Samity. .

Working experience with Multinational Organizations

The firm has working experience with various Multinational Organizations.

1. Nestle Bangladesh Ltd

The firm has experience of Store management located at Bogra, Sylhet, Comilla and Khulna of Nestle Bangladesh Ltd. for a short period of time (i.e. one year).

2. DHL(Bangladesh) Ltd

The firm has Audit experience of DHL (Bangladesh) Ltd

3. Provide necessary assistance for bank reconciliation of Aventis (Rhone Poulenc Rorer Bangladesh Ltd., Hoechst Marion Roussel Ltd., Fisons (BD) Ltd.)

4. Alstar International Ltd

Alstar International Ltd is a Korean Company. The firm provides Audit, Tax and other secretarial service for the company.

5. Tetley ACI (Bangladesh) Ltd

The firm has experience of providing Tax, Secretarial and other financial advisory service for the company.

6. JB Net work Ltd

The firm has experience to work as auditor and providing other secretarial service for JB Network Ltd which is a joint venture company of Japan and Bangladesh.

7. BGP Inc., China National Petroleum Corporation Bangladesh Branch-Audit

8. KUB Fujitsu Telecommunications (Malaysia)SDN, BHD Bangladesh Branch-Audit

9. Resil Chemicals Private Limited Bangladesh Branch-Audit

10. Relisource Technologies Ltd-Audit

11. Daewoo International Corporation Bangladesh Liaison Office-Audit

12. Expeditors (Bangladesh) Ltd.- Audit

13. Hotel Sea Palace Limited- Audit

**AUDITING & CONSULTING
EXPERIENCE IN SERVICES
OF SPECIAL CASES**

We have experience of performing various types of work. This are presented below.

Physical inventory and stock assessment of refundable glass bottle of K. Rahman & Co. (An enterprise of Abdul Monem Ltd.) one of the Coca-Cola brand soft drink bottle and marketing company of Bangladesh.

Preparation of Accounts and Finance manual for Agricultural Marketing Company Ltd. (PRAN), Manuals for KSS Irrigation bookkeeping System, Sonali Bank Term Loan Accounting System, UCCA/TCCA Term Loan Accounting System, Manual for Pourashava Water Supply System (PWSS) and Purchase Manual for PWSS.

Net worth assessment of East Asiatic Company Ltd.

Physical inventory of Fixed Assets and introducing fixed assets register for Nari Uddug Kendra (NUK).

Special Audit of DAI-ICHI-PEX Leather Goods Ltd. (an enterprise of Apex Tannery Group).

Special Audit for comparative analysis of profitability of different periods of Sino-Bangla Ltd (One of the listed company).

Monthly special audit of Apex foot wear Ltd (an enterprise of Apex Tannery Group and one of the listed company).

TAX CONSULTING SERVICE CLIENTS

The firm provides tax consulting service both for company and individual. Main functions includes in tax consulting services are completion of tax assessment, tax holiday, tax advice, collection of tax exemption certificate etc. List of the major Tax Consulting Clients are:

1. Agrani SME Financing Co, Ltd.
2. Bangladesh Submarine Cable Company Ltd.
3. Palli Karma Shahayak Foundation (PKSF)
4. Palli Mongol Karmashuchi (Micro Credit Organization)
5. Kidney Foundation
6. Integra International Ltd
7. Integra Communications Ltd
8. Information Solutions Ltd
9. Credit Rating Agency of Bangladesh Ltd
10. Maxis Telecom Ltd
11. Digi Communications Ltd
12. Deens Telecom Ltd
13. X-Net Ltd
14. Proton Computers Ltd.
15. Genesis Systems Ltd.
16. Rafana Ltd.
17. Rotomax Industries Ltd.
18. South Avenue Ltd.
19. Alster International Trading Co. Pte. Ltd.
20. Lethe Apparels Ltd.
21. Apparels-21 Ltd.
22. PT. Surya Baja Sentral Anugerah
23. Information Valley Ltd.
24. P.D. Techno Inspection
25. Tetley ACI (Bangladesh) Ltd
26. Dienco Ltd
27. Rachi Textile Industry Ltd
28. Sinograph Ltd
29. I. Cons Ltd
30. Raihan Shipping Lines Ltd
31. CPC-Dienco JV
32. Sylhet Communication Systems Ltd
33. Employee Tax of AES Haripur (Pvt.) Ltd.
34. Employee Tax of Nari Uddug Kendra
35. Employee Tax of BJ Service Company Middle East Ltd.
36. Employee Tax of Trikeya Grey (BD) Ltd.
37. Employee Tax of Cairn Energy Plc.

SECRETARIAL SERVICE CLIENTS

The firm provides secretarial service for the company such as incorporation of the company. Preparation of Memorandum and Articles of Association, submission of annual return to Registrar of Joint Stock Companies and firms, obtain different certified copies etc. List of the major Secretarial Service Clients are:

1. Rafana Ltd.
2. Rotomax Industries Ltd.
3. Muti Associates Ltd.
4. Yuan Ltd.
5. Dienco Ltd.
6. Nissan Electronics Ltd.
7. Omar Sultan Dyeing and Spinning Mills Ltd.
8. Omar Sultan Knitting Mills Ltd.
9. United Properties Ltd.
10. Al-Noor Printing & Packaging Ltd.
11. Azad Packaging Industries Ltd.
12. Lethe Apparels Ltd.
13. Apparels-21 Ltd.
14. Ananda Group
15. Sylhet Communication Systems Ltd.
16. Agrani SME Financing Co. Ltd

FEASIBILITY STUDY AND OTHER ACCOUNTING SERVICE

The firm provide service for preparation of feasibility study report and other accounting works. List of the feasibility study and accounting service providing clients are:

1. Abdul Monem Ltd.
2. Southtech Ltd.
3. N.K.S. Enterprise
4. Surmah Matshya Prokalpa
5. Agrani SME Financing Company Ltd

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