

Masuka Nasrin Pinki
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Career Objective:

"With a robust background in finance, accounting, Internal Control, Compliance, Audit, and project management, I prioritize ethical standards and honesty. Poised to enhance business operations and financial management, I am committed to perpetual learning and advancement in the field."

Professional Skills:

- **KPMG** (6 month)
 - Internship
- **Howladar Yunus & Co** (3.2 years)
 - Audit incharge
- **Floor Planner Ltd.** (01st October, 2023 to 31th January, 2024)
 - Account & Admin Officer
- **Mediation Group.** (1st February to continue)
 - Sr. Executive Accountant.

Professional Qualification:

Certification	Institution	Name of Firm	Location	Achievement
CA	The Institute of Chartered Accountants of Bangladesh (ICAB)	Howladar Yunus & Co., Chartered Accountants (Member firm of Grant Thornton International)	Bangladesh	500 marks completed out of 600

I have completed my Articleship from Howladar Yunus & Co. Under the supervision of **Mr. Neaz Mohammed, FCA.**

Academic Qualification:

Certification	Concentration	Institution	Passing Year	Board	Result
Bachelor of Business Administration	Finance	Southeast University	2020	Dhaka	3.28/4.00
Higher Secondary Certificate	Science	Ananda Mohon Collage	2014	Dhaka	3.90/5.00
Secondary School Certificate	Science	Netrakona Govt. Girls High School	2012	Dhaka	5.00/5.00

Professional Diversification:

During the Articalship period at **Howladar Yunus & Co.** I collaborated with diverse companies across different segments.

Private Organization	
ITD Sinohydro JV	Statutory Audit 2021 & 2022
ITD Bangladesh Limited	Statutory Audit 2020 & 2023
FDEE (First Dhaka Elevated Expressway).	Statutory Audit 2022 & 2023
Lab Right Bangladesh	Statutory Audit 2022
CTLL (Consumer testing laboratories Limited)	Statutory Audit 2021
LC Waikiki	Statutory Audit 2020

Manufacturing Companies	
UHM	Statutory Audit 2021 & 2022
Tiong woon Bangladesh Limited Crystal	Statutory Audit 2020 & 2023
Walton Hi Tech Industries Ltd.	Statutory Audit 2022 & 2023

Banking Companies	
Southeast Bank Ltd.	Statutory Audit
NRB Commercial Bank Ltd.	Statutory Audit

➤ **Cash Incentive:**

- **Southeast Bank Ltd.** (RMG sector, Jute and jute products, pharmaceuticals sector & IT/ITES).
- **NRB Commercial Bank Ltd.** (RMG sector, Leather & leather product).
- **Eastern Bank Ltd.** (RMG sector, frozen shrimp and fish, IT/ITES & Agriculture and agro-processed goods).

❖ During the period at **Floor Planner Ltd.** collaborated with diverse companies across different segments:

➤ **Accounts department:**

- Maintain accurate and up-to-date financial records for the organization. This involves recording transactions, preparing financial statements, and ensuring compliance with accounting standards.
- Ensure compliance with tax laws and regulations by preparing and filing tax returns accurately and on time. Stay updated on changes in tax laws that may affect the organization and provide guidance on tax planning strategies.
- Ensure compliance with tax laws and regulations by preparing and filing tax returns accurately and on time. Stay updated on changes in tax laws that may affect the organization and provide guidance on tax planning strategies.
- Assist with internal and external audits by providing documentation and explanations for financial transactions and processes. Ensure that audit findings are addressed promptly and that any necessary improvements are implemented.
- Providing financial advice and guidance to management, stakeholders, and clients on matters such as investment decisions, business expansion, and cost reduction strategies.

➤ **Admin department:**

- Overseeing the day-to-day operations of the office, including managing office supplies, equipment, and facilities.
- Organizing and maintaining schedules, appointments, and meetings for executives or teams.
- Creating, editing, and organizing documents, reports, presentations, and other materials as needed.
- Coordinating and scheduling meetings, preparing agendas, and taking meeting minutes when necessary.
- Assisting with HR tasks such as maintaining employee records, coordinating interviews, and onboarding new hires.
- Ensuring compliance with office policies and procedures, and recommending improvements as needed.

➤ During the period at **Mediation group** collaborated with diverse companies across different segments in Accounts & Finance division.

- Maintain accurate financial records, including ledgers, invoices, and receipts.
- Ensure timely recording of all financial transactions to provide a clear picture of the organization's financial status.
- Prepare monthly, quarterly, and annual financial statements.
- Analyze financial data to identify trends and provide insights to management.
- Develop and manage the organization's budget.
- Conduct financial forecasting to support strategic planning and decision-making.
- Prepare and file tax returns in compliance with relevant laws and regulations.
- Monitor changes in tax legislation and provide guidance on tax planning strategies.
- Monitor cash flow to ensure sufficient liquidity for operational needs.
- Implement strategies to optimize cash flow and manage working capital effectively.

- Conduct financial analysis to support business decisions, such as investments, cost reductions, and performance improvements.
- Provide detailed reports and presentations to stakeholders.
- Ensure compliance with accounting standards, regulatory requirements and internal policies.
- Identify financial risks and develop mitigation strategies.
- Offer financial guidance to management and stakeholders regarding investment opportunities and financial strategies.
- Assist in developing financial policies and procedures to enhance operational efficiency.
- Collaborate with other departments to support financial initiatives and ensure alignment with organizational goals.
- Ensure compliance with tax laws and regulations by preparing and filing tax returns accurately and on time. Stay updated on changes in tax laws that may affect the organization and provide guidance on tax planning strategies.
- Providing financial advice and guidance to management, stakeholders, and clients on matters such as investment decisions, business expansion, and cost reduction strategies.

Other Skills:

Computer Literacy	
Office Program	<ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint
Accounting Software	<ul style="list-style-type: none"> • Oracle • Voyager • Quick book

Training and Related Experiences:

Title	Institute	Location	Year	Duration
Training on IFRS & IAS	Howladar Yunus & Co.	Dhaka	2021	1 month
Training on VAT	VATcons. Bd.	Dhaka	2021	1 week
ISA proficiency series 1, 2 and 3.	Howladar Yunus & Co.	Dhaka	2022	1 week

Language Skills:

Language	Listening	Speaking	Writing	Reading
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Very Good	Excellent	Excellent

Personal Information:

Full Name	Masuka Nasrin Pinki
Father's Name	Md. Shahab Uddin Faqir
Mother's Name	Ferdous Begum
Permanent Address	26/A Satpai, Netrakona, Dhaka.
Date of Birth	15 th July, 1997
Gender	Female
Religion	Islam
Nationality	Bangladeshi (By Birth)

References

Mr. Neaz Mohammed FCA
Senior Partner
Howladar Yunus & Co.
Chartered Accountants
Contract No. +8801886000158
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