

Date: May 12, 2021

**Dr. Md. Shah Kamal Khan**

**Project Director**

Agro-Meteorological Information System Development Project  
Department of Agricultural Extension,  
Khamarbari, Dhaka-1215.

Dear Sir,

I'm writing to apply for the position of "Accountant" in your **Agro-Meteorological Information System Development Project which was advertised on 29/04/2021 in [www.bamis.gov.bd/en/page/notice/](http://www.bamis.gov.bd/en/page/notice/) website.** I am a permanent citizen of Bangladesh and I do have Required Qualifications, Experiences & competence to perform the role as advertised. I believe that my Educational Qualification and Experience make me a suitable candidate for this position.

After achieving my Bachelor of Business Studies (BBS) degree from **Chittagong Commerce College**, I was registered with **The Institute of Cost and Management Accountants of Bangladesh (ICMAB)** and passed 1000 marks out of 2000 marks. I have required knowledge of International Accounting Standards (IAS), International Financial Reporting Standards (IFRS), Bangladesh Cost Accounting Standard (BCAS), Cost Accounting Record Rules (CARR) 2018, Local GAAP and vast knowledge in **Cost Audit**. I have advanced knowledge in Microsoft Excel, Word, PowerPoint and Tally ERP9. I do have strong communication skills and also proficient in English language. I'm very proactive and driven by 4 (Four) core values: Integrity, Objectivity, Professionalism, and Competence & Due Care.

Currently I am working in a renowned Cost Accounting Firm in Chattogram named **AUDIICOST Cost & Management Accountant**, Chattogram office as "**Internee Cost Auditor**". During the tenure of above 2 (Two) years of time, I was in the direct supervision under 3 (Three) Professional Accountant; Mohammad Shaheed FCA, FCMA, M Solaiman FCMA & Mohammad Ahsan FCMA and assisted them as a leader of my team in:

- Implementing of Cost Accounting Recording System as per Bangladesh Cost Accounting Standard (BCAS) and Cost Accounting Record Rules (CARR) 2018 of Bangladesh in various Organizations.	- Drafting all types of Business Letter, Meeting Notice, Minutes and Agendas.
- Costing Systems— installation, implementation & follow up.	- Checking Vouchers, Bills and Documents for Audit purpose.
- Designing of Internal Control Systems in Organizations.	- Prepare draft Financial Statements of Companies.
- Preparing draft Cost Audit report, Management by Exception report, Operational & Efficiency Audit report, budgetary reports and other reports.	- Assisting Salutatory Audits.
	- Review Standard And Actual Costs for inaccuracies
	- Dealing with incomplete records
	- And completing any task within the scope of my profession

I am seeking a challenging but rewarding position, where my employer understands my values and I can get a reward for my performance. After reviewing, if shortlisted, please call/sms 01673-408423 for Written/Viva-Voce or both. I look forward to your response.

Yours sincerely,

  
**S. M. JAHID HASAN**

# Curriculum Vitae (CV) of

## S. M. JAHID HASAN

#3355 Afiya Baban (3<sup>rd</sup> Floor),  
Baca Mia Road, West Nasirabad,  
Pahartali, Chattogram.

Email: [jahidhstu@gmail.com](mailto:jahidhstu@gmail.com)

Cell: 01673-408423



### 1. Career Objective:

I want to continue my career and secure a position in Finance and Accounts Division of reputed organization wherein I can enrich myself by practicing my professional knowledge and skills. I'm bound to take every step to uphold the reputation of that organization & profession with highest level of integrity, objectivity and professionalism and due care.

### 2. Personal Information:

a)	Name of the Applicant	: S. M. JAHID HASAN
b)	Father's Name	: MD. ABDUS SAMAD SARKAR
c)	Mother's Name	: MONOWARA BEGUM
d)	Address	:
	i. Permanent Address	: C/O: MD. ABDUS SAMAD SARKAR Village: Mirupara, Post Office: Komorpur Post Code: 5740, Upazila: Gobindagonj District: Gaibandha
	ii. Present/Mailing Address	: C/O: S. M. MASUDUR RAHMAN #3355 Afiya Bhaban (3 <sup>rd</sup> Floor), Baca Mia Road, West Nasirabad, Pahartali, Chattogram-4202.
e)	NID/Birth Certificate No.	: 640 457 3088
f)	Contact No. (Phone/Cell)	: 01673-408423
	E-mail	: <a href="mailto:jahidhstu@gmail.com">jahidhstu@gmail.com</a>
g)	Date of Birth (As mentioned in SSC/JSC or equivalent exam)	: 14 Day 11 Month 1993 Year
	Age (on 17.05.2021)	: 27 Years 06 Months 03 Days
h)	Marital Status	: Unmarried
i)	Nationality	: Bangladeshi
j)	Religion	: Islam

### 3. Educational Qualification:

Examination/ Degree	Major Group/	Passing Year	Board/University	Result(Division/Class/ GPA/CGPA)
Bachelor of Business Studies (BBS Pass)	Commerce	2017	National University	3.15 out of 4.00
Higher Secondary Certificate (HSC)	Science	2010	Rajshahi	4.90 in the scale of 5.00
Secondary School Certificate (SSC)	Science	2008	Rajshahi	5.00 in the scale of 5.00

**4. Professional Education**

Professional Degree	Name of the Institute	Level	Marks Completed
Cost & Management Accountant (CMA)	The Institute of Cost and Management Accountants of Bangladesh (ICMAB)	Management Level	1000 Marks Passed out of 2000 Marks (50%)

**5. Training and Courses:**

i)	Name of Training : <b>Computer Basic and ICT Application Course</b>
	Trainer : Technical Training Centre, Haji Camp, Chattogram under Ministry of Youth and Sport
	Duration : 01/07/2019 to 30/12/2019 ( <b>6 Months</b> )
	Grade obtained : <b>A</b>

**6. Working Experience:**

i)	Post/Position : <b>INTERNEE COST AUDITOR</b>
	Employer : <b>AUDIICOST Cost &amp; Management Accountant</b>
	Period : From 15.04.2019 to 17.05.2021 (Total : <b>02 Years 01 Months 02 Days</b> )

**7. Skills and Abilities:**

i)	Read, write and speak English fluently
ii)	Advance skill in Excel, Word and PowerPoint
iii)	Good in Bengali and English typing
iv)	Drafting emails, letters and reports
v)	Can perform any task given within the scope of job responsibility

**8. References:**

i)	Name of Referee : Mohammad Shaheed FCA, FCMA
	Designation : Senior Partner, Khan Wahab Shafique Rahman & Co., Chartered Accountants, Chattogram Branch. : Managing Partner, AUDIICOST Cost & Management Accountants
	Email ID: <a href="mailto:mshad73@yahoo.com">mshad73@yahoo.com</a>
	Cell: 01715-429860
ii)	Name of Referee : M. Solaiman FCMA
	Designation : Senior Vice President (Corporate Affairs) KDS Group
	Email ID: <a href="mailto:msolaimanfcma@mail.com">msolaimanfcma@mail.com</a>
	Cell: 01763-637687

I, declare that to the best of my knowledge, the above mentioned information is correct.

*S. M. Jahid Hasan*

S. M. JAHID HASAN  
(Name of the Applicant)  
Date: 12.05.2021

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চালান ফরম

টি, আর ফরম নং ৬ (এস, আর ৩৭ দ্রষ্টব্য)

১ম (মূল) কপি	২য় কপি	৩য় কপি
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চালান নং..... তারিখ ২২/৫/২০২১

বাংলাদেশ ব্যাংক/সোনালী ব্যাংকের..... জেলা..... শাখার টাকা জমা দেওয়ার চালান

কোড নং ২ ৪৬৩২ ০০০০ ২০৬১

জমা প্রদানকারী কর্তৃক পূরণ করিতে হইবে				টাকার অংক	পয়সা	বিভাগের নাম এবং চালানের পৃষ্ঠাংকনকারী কর্মকর্তার নাম, পদবী ও দপ্তর।*
যাহার মারফত প্রদত্ত হইল তাহার নাম ও ঠিকানা।	যে ব্যক্তির/প্রতিষ্ঠানের পক্ষ হইতে টাকা প্রদত্ত হইল তাহার নাম, পদবী ও ঠিকানা	কি বাবদ জমা দেওয়া হইল তাহার বিবরণ।	মুদ্রা ও নোটের বিবরণ/ ড্রাফট, পে-অর্ডার ও চেকের বিবরণ			
এম এম জাহিদ হাসান চট্টগ্রাম	প্রফুল্ল কান্ত কৃষ্ণি আর জাম্বু ৩৩১ পদ্মা ইন্ডাস্ট্রিয়াল পার্শ্ব ৭৬	পার্শ্ব কৃষ্ণি টি	নগদ	২০০		
টাকা (কথায়) একশত টাকা				মোট টাকা	২০০	
টাকা পাওয়া গেল				২০০/ প্রফুল্ল কান্ত		
তারিখ... ২২/৫/২০২১				ম্যানেজার বাংলাদেশ ব্যাংক/সোনালী ব্যাংক		

সোনালী ব্যাংক লিমিটেড  
আগ্রাবাদ কর্পোরেশন শাখা চট্টগ্রাম।  
11 MAY 2021  
সরকারী খাতে  
নগদ গ্রহণ

Mohammed Nurul Absar  
Principal Officer, (B-6712)  
Sonali Bank Limited  
Agrabad Corp. Br. Chattogram

নোট : ১। সংশ্লিষ্ট দপ্তরের সহিত যোগাযোগ করিয়া সঠিক কোড নম্বর জানিয়া লইবেন।  
২। \* যে সকল ক্ষেত্রে কর্মকর্তা কর্তৃক পৃষ্ঠাংকন প্রয়োজন, সে সকল ক্ষেত্রে প্রযোজ্য হইবে।  
বাসংসং: ২০১৪/১৫-১০০১৬এফ-৫০,০০,০০০ কপি, (মুদ্রণদেশ-৫৫) ২০১৬ ইং