



BANGLADESH INSTITUTE OF MANAGEMENT (BIM)



Established in 1961

4, Sobhanbag, Mirpur Road, Dhaka

www.bim.gov.bd

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Sub: Course on **"Internal Audit"**

Dear Sir/ Madam,

We are pleased to inform you that BIM is going to offer Two-Day Course on **"Internal Audit"** at BIM, Dhaka Campus on **July 19 & 20, 2019**. This course is designed to give an insight into Internal Audit and Control.

Brief course programme including objectives, course outline etc. is enclosed for your kind perusal and necessary action.

We shall appreciate if you send your nomination(s) of suitable candidate by **July 17, 2019**.

Thanking you,

Md. Rajibul Hoque

Management Counsellor
& Course Co-ordinator.

Bangladesh Institute of Management (BIM)

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Two-Day Course on "Internal Audit"

OBJECTIVES

An audit involves an objective look at the company's policies, practices, procedures and strategies to protect the company, establish best practices and identify opportunities for improvement. An objective review of the company's "current state" can help you evaluate whether specific practice areas are adequate, legal and/or effective. The results can provide decision-makers with the information necessary to decide what areas need improvement.

COURSE OUTLINE

- Corporate Governance & Internal Audit
- Internal Audit & Control Environment
- Audit Planning,
- Audit Evidence
- Internal Audit Check List
- Audit Documentation
- Risk Based Audit.
- Tools to be used in Internal Audit
- Audit Methodology
- Audit Report Writing
- Audit Committee

METHODOLOGY

Lecture, Group Discussion and Exercise.

WHO SHOULD ATTEND

Any individual, graduate from any discipline working in private, public and NGO or self employed (fresh graduates).

DURATION:

July 19 & 20, 2019

TIMING: 09.30 to 18:30 hrs

VENUE: BIM, Dhaka Campus

4, Sobhanbag, Mirpur Road
Dhaka –1207.

FEES: Tk. 5,000/= (Five Thousand).

(Excluding VAT & Tax)

(Including VAT & TAX course fee will be 6,667 Taka only) Payment should be made by Cross Cheque/ Bank Draft/ Pay Order in favor of **Director General, BIM**

LAST DATE OF REGISTRATION:

July 17, 2019.

COURSE COORDINATOR:

Md. Rajibul Hoque

Management Counsellor

BIM, 4, Sobhanbag, Mirpur Road

Dhaka – 1207

Mobile: + 88 01914484406

+880 01534045958

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SAMPLE NOMINATION FORM

1. Name (Block Letter) :

2. Mailing Address :

(With Phone No.)

3. Permanent Address :

4. Date of Birth :

5. Nationality :

6. EDUCATION :

Certificate/

<u>Year</u>	<u>Institute</u>	<u>Degree</u>	<u>Div./Class</u>
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7, TRAINING : (in order of recency)

8. EXPERIENCE : (in order of recency)

9. Name of the Nominating Organization:

10. Accommodation in BIM Hostel:

YES NO

DHAKA CAMPUS

11. Approval / Signature of the

Nominating Authority : _____

CONTACT	
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COURSE ON

Internal Audit

July 19 & 20, 2019



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