



Contact Details

Mostafa Newaz Khan,

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MOSTAFA NEWAZ KHAN (NEWAZ)

CARRIER SUMMARY

- Designing business plans / strategies for maximizing profitability, addressing major strategic issues that can have an impact on the company's long-term future in terms of either expansion or divestment.
- Accomplishing business development activities by researching and developing marketing opportunities and plans; implementing sales plans; managing sales, marketing and support staffs.
- Analyzing current performance, prioritizing growth opportunities, preparing business model, conducting variance analysis and implementing corrective actions.
- Skill in treasury management, banking correspondence, Credit Facilities / Loan arrangement & management from Banks & Non-Banking Financial Institutes.
- Developing analytics around key performance indicators to facilitate qualitative reporting.

PROFESSIONAL QUALITIES / SKILLS

- | | |
|-----------------------------------|--------------------------------|
| ➤ Problem Solving Skills, | ➤ Flexibility, |
| ➤ Multitasking Ability, | ➤ Self-motivated, |
| ➤ Positive / Can Do Attitude, | ➤ Quick Learning, |
| ➤ Team Management Skills, | ➤ Determination & Persistence, |
| ➤ Effective Communication Skills, | ➤ Honesty & Loyalty, |
| ➤ Judgment & Decision Making, | ➤ Critical Thinking. |

MOST RECENT EXPERIENCE

Senior Manager, MIS & Finance From October, 2018 To December, 2019.
(Reporting, Costing, Budgeting, Business Controlling & Planning)

ORGANIZATION

Miracle Industries Limited
Bangladesh Masterpack Limited
Techno Economy Limited

Corporate Office: -
113/B (3rd Floor), Tejgaon I/A,
Dhaka – 1208.

Factory Office: -
Gilarchala, Gila Baraid,
Sreepur, Gazipur.

RESPONSIBILITIES

- Designing & developing strategical business plans & annual budgets considering all possible factors that are affecting business process; like, business growth, production capacity & capacity utilization, inventory management including the raw material import plan, sales target with export plan, manpower plan, fund arrangement & management plan including the financial expenses & credit facilities from banks & financial institution, OPEX & CAPEX planning. Also, ensure strategy alignment with objectives of the business.
- Preparing the risk analysis & assessment on potential investments for maximizing revenue, profitability & liquidity and advice the top managements with regarding the investment risk and return.
- Prepare the financial viability analysis of the significant projects.
- Monitoring the implementation of strategic business plans. Also, prepare the analysis of Budget VS. Actual.
- Preparing & reviewing the Financial Statements & Reports and Analysis on those reports.
- Maintain relationship with the Banks & Financial Institutions for smooth Banking Operations and arranging sanction, renewal & enhancement of Short-Term & Long-Term Credit Facilities Limit from Banks & NBFi.
- Preparing financial feasibility analysis & project profile for various existing & new business which is needful for management decision making and also for availing credit facilities from Banks & NBFi.
- Monitoring the top line (Sales) target & bottom line (Net Profit) target as agreed in Annual Business Plan.
- Monitor & take care of the raw material import costing, production costing of all processes starts from raw material input to finish goods output, wastage cost calculation and factory overhead calculation.
- To help the management regarding the product pricing decision on the base of order with product specification.

- To prepare & analyze the production cost forecasting, management, control and cost analysis to reduce the cost consumption to improve the company's profitability. Also, production wastage management.
- Prepare and maintain the periodic internal reporting process for Management for purposes of analyzing results of operations and making business & operating decisions about the direction of the Company.
- To supervise the raw materials inventory, production & wastage quantity and cost calculation & analysis.
- To develop and update, establish & implement the internal operational policy and procedures.
- Prepare & develop various MIS reports & analysis and Internal Control System.
- Monitoring and verifying data entry including production section wise data for MIS Report.
- Prepare & compile all reports related to production on daily, weekly & monthly basis.
- Analyze reports and send these to the management for decision making, suggestions & recommendation.
- Monitor allocation vs. dispatch and analyze the gap between them.
- Prepare product costing (for existing as well as new product development) & suggest the sales pricing.
- Co-ordination between different departments to control the MIS reports.
- Monitor of various Stores & Dispatch activity, Overhead Expenses, Monthly Inventory Valuation, etc.
- Monthly buyer wise costing and buyer wise raw materials allocation.
- Prepare buyer wise Income Statement & buyer wise Sales Contribution Statement.
- Train, guide, monitor, control & motivate the teams & arranging training for their development.
- Additional duties as assigned by the Top Managements.

PREVIOUS

EXPERIENCE – 01

General Manager,

Finance & Controlling.

From October, 2017 To March, 2018.

ORGANIZATION

Omega Exim Limited

Omega Distribution Limited

[Sister Concern Of Vertex Group]

Corporate Office:-

Unique Trade Center (17th Floor),
8 Panthapath, Kawranbazar C/A.,
Dhaka – 1215.

Operational Office :-

M.O.D. Castle,
44F/6, West Panthapath,
Dhaka – 1215.

RESPONSIBILITIES

- Responsible for the day-to-day operations, overseeing all financial, general accounting and banking operations and also business operations.
- Maintaining all kinds of cash / fund management activities. Have dynamic skill in treasury management.
- Preparing the yearly Revenue, OPEX & CAPEX Budget and monitoring with the actual for financial trend analysis & insights and implement a proper system for controlling & monitoring budgets & expenses
- Preparing the Annual Business Plan & The 3-5 Years Strategic Business Plan for business expansion.
- Checking, reviewing & ensuring the Financial Statements & Reports and Analysis on those reports.
- Reviewing & developing of all regular & periodic financial & MIS reports time to time.
- Maintain relationship with the Banks & Financial Institutions for smooth Banking Operations and arranging sanction, renewal & enhancement of Short Term & Long Term Credit Facilities Limit from Banks & Non-Bank Financial Institutes.
- Preparing financial feasibility analysis & project profile for various existing & new business which is needful for management decision making and also for availing credit facilities from Banks & NBFI.
- Preparing the analysis of Costing & Pricing of Products & then set-up the Prices (DP-TP-MRP).
- Have good experience & knowledge on the Supply Chain Management (Inventory Purchase-to-Pay, Receive-to-Issue & Order-to-Cash Cycle).
- To completion of statutory audits as per financial calendar and ensure necessary reporting.
- Monitoring and supporting Tax & VAT (Company Return & At Source) related issues.
- Have good experience & knowledge on Business Operation (Sales Target Setting, Distribution Operation, Distributors' ROI reviewing & setting and Trade & Consumer Promotion etc.)
- Determine annual top line and bottom line by forecasting and developing annual sales quotas for different channels and brands; projecting expected sales volume and profit for existing and new products.
- Preparing and completing action plans; implementing forecasting, productivity, quality, and customer-service standards; resolving problems; identifying trends; determining system improvements; implementing change.
- Take initiative to accomplish marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising & trade promotion programs; developing field sales action plans.
- Meets marketing and sales financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Analyze trends and results; establishing pricing strategies; recommending selling prices; monitoring costs, competition, supply, and demand.

- Defining the sales channels, develop channel wise service modality, pricing and incentives for channel partners, to ensure the benchmark practices are followed to be competitive in market place.
- Closely work and supervise commercial and sales operation on finding new business opportunities for expanding portfolio and thereby get management consent for continued business growth.
- Monitor, supervise & guide directly the Human Resource & Administration Department.
- To contribute & develop the Accounting Policies & Procedures and also HR & Admin, Procurement, Inventory Management and Sales & Marketing Policies & Procedures.
- Train, guide, monitor, control & motivate the teams & arranging training for their development.
- Additional duties as assigned by the Top Managements.

**PREVIOUS
EXPERIENCE – 02**

Manager & HOD,

Finance & Accounts.

From July, 2015 To September, 2017.

ORGANIZATION

**Fair Distribution Limited
Fair Food & Lifestyle Limited
[Sister Concern Of Fair Group]**

Head Office :-
Khawaja Palace,
House # 76/B, Road # 11,
Banani, Dhaka – 1213.

Corporate Office:-
Lintoo Center,
House No. # 82, Road # 11,
Banani, Dhaka – 1213.

RESPONSIBILITIES

- Responsible for the day-to-day operations, overseeing all financial, general accounting and banking operations and also business operations.
- Maintaining all kinds of cash / fund management activities. Have dynamic skill in treasury management.
- Preparing the yearly Revenue, OPEX & CAPEX Budget and monitoring with the actual for financial trend analysis & insights and implement a proper system for controlling & monitoring budgets & expenses
- Preparing the Annual Business Plan & The 3-5 Years Strategic Business Plan for business expansion.
- Checking, reviewing & ensuring the Financial Statements & Reports and Analysis on those reports.
- Reviewing & developing of all regular & periodic financial & MIS reports time to time.
- Maintain relationship with the Banks & Financial Institutions for smooth Banking Operations and arranging sanction, renewal & enhancement of Short Term & Long Term Credit Facilities Limit from Banks & Non-Bank Financial Institutes.
- Preparing financial feasibility analysis & project profile for various existing & new business which is needful for management decision making and also for availing credit facilities from Banks & NBFIs.
- Preparing the analysis of Costing & Pricing of Products & then set-up the Prices (DP-TP-MRP).
- Have good experience & knowledge on the Supply Chain Management (Inventory Purchase-to-Pay, Receive-to-Issue & Order-to-Cash Cycle).
- To completion of statutory audits as per financial calendar and ensure necessary reporting.
- Monitoring and supporting Tax & VAT (Company Return & At Source) related issues.
- Have good experience & knowledge on Business Operation (Sales Target Setting, Distribution Operation, Distributors' ROI reviewing & setting and Trade & Consumer Promotion etc.)
- Determine annual top line and bottom line by forecasting and developing annual sales quotas for different channels and brands; projecting expected sales volume and profit for existing and new products.
- Preparing and completing action plans; implementing forecasting, productivity, quality, and customer-service standards; resolving problems; identifying trends; determining system improvements; implementing change.
- Take initiative to accomplish marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising & trade promotion programs; developing field sales action plans.
- Meets marketing and sales financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Analyze trends and results; establishing pricing strategies; recommending selling prices; monitoring costs, competition, supply, and demand.
- Defining the sales channels, develop channel wise service modality, pricing and incentives for channel partners, to ensure the benchmark practices are followed to be competitive in market place.
- Closely work and supervise commercial and sales operation on finding new business opportunities for expanding portfolio and thereby get management consent for continued business growth.
- To contribute & develop the Accounting Policies & Procedures and also HR & Admin, Procurement, Inventory Management and Sales & Marketing Policies & Procedures.
- Train, guide, monitor, control & motivate the teams & arranging training for their development.
- Additional duties as assigned by the Top Managements.

**PREVIOUS
EXPERIENCE – 03**

ORGANIZATION

RESPONSIBILITIES

Manager & HOD, Accounts & Finance From April, 2013 To July, 2015.

NDE Ready Mix Concrete Limited

Corporate Office :-
House # 14 (1st Floor), Road # 32,
Gulshan – 01, Dhaka – 1212.

- Maintain all kinds of cash / fund management activities.
- Arrange & perform the financing related activities regarding all Credit Facilities Limit from various Banks & Non-Bank Financial Institutes.
- Dynamic skilled in treasury management, banking correspondence, project management & project Finance, other Bank Loan Management.
- Prepare project profile & financial feasibility analysis for various projects which is requiring for management decision making and also for availing bank loan from banks & financial institutions.
- Ensure that all finances are properly administered and monitored, including credit control.
- Prepare monthly, quarterly, half yearly & yearly Financial Statements & Analysis.
- Prepare annual budget & business plans, cash flow projection, forecasts and long term plans.
- Prepare Income & Expense Budgetary Analytical Reports.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Financial audit preparation and coordinate the audit process.
- Monitor and support Tax & VAT (Company Return & At Source) related issues.
- Monitor, supervise & guide directly the Human Resource & Administration Department.
- Additional duties as assigned by the Managing Director.

**PREVIOUS
EXPERIENCE - 04**

ORGANIZATION

RESPONSIBILITIES

Treasury Assistant Manager, Accounting & Finance From June, 2012 To March, 2013.

**Orascom Telecom Bangladesh Ltd.
(Banglalink)**

Corporate Office:-
Tigers' Den,
House # 4 (SW), Bir Uttam Mir Shawkat Sharak,
Gulshan – 01, Dhaka – 1212.

- Forecast weekly & monthly cash requirements and execute daily financing decisions.
- Manage and supervise all aspects of cash flow.
- Manage all aspects of In-house investment portfolios.
- Manage long-term and short-term investment strategies.
- Arrange the new financier for the company as required by the management.
- Ensure the maximize performance of all bank accounts and cash investments.
- Work with supervisor to analyze and forecast cash needs for the organization.
- Prepare or monitor company's various cash flow forecasts.
- Evaluate, develop and implement cash management systems to optimize efficiencies.
- Manage appropriate accounting procedures and processes.
- Manage relationships with financial service providers.
- Ensure the outstanding loan positions confirmation from the ends of financial institutes.
- Monitor bank service fees and address quality issues.
- Evaluate alternative long-term borrowing strategies and make recommendations in accordance with the capital structure guidelines.
- Prepare the annual departmental budget.
- Cross currency dealing with all financial institutes.
- Develop and mentor the Treasury Management staff.

**PREVIOUS
EXPERIENCE - 05**

ORGANIZATION

Deputy Manager, Finance & Accounts From January, 2011 To June, 2012.

Rangs Group.

Corporate Office :-
387, Tejgaon I/A, Dhaka – 1208.

RESPONSIBILITIES

- Maintain all kinds of cash / fund management activities.
- Prepare project profile & financial feasibility analysis for various projects which is requiring for management decision making and also for availing bank loan from banks & financial institutions.
- Ensure that all finances are properly administered and monitored, including credit control.
- Ensure proper management of the assets and the liabilities of the company.
- Check & scrutinize vouchers, financial reports, sales & procurement reports.
- Prepare monthly, quarterly, half yearly & yearly Financial Statements.
- Prepare annual budget & business plans, cash flow projection, forecasts and long term plans.
- Prepare monthly / quarterly / half yearly / yearly Income & Expense Budgetary reports.
- Analyze revenue and expenditure trends and recommend appropriate budget levels and ensure expenditure control.
- Analyze and advise on business operations including revenue and expenditure trends, financial commitments and future revenues.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Financial audit preparation and coordinate the audit process.
- Monitor and support Tax & VAT (Company Return & At Source) related issues.

**PREVIOUS
EXPERIENCE - 06**

Assistant Manager, Accounts & Finance From July, 2008 To December, 2010.

ORGANIZATION

Hamid Group.

Corporate Office :-
Priyo Prangon Tower (1st Floor),
Plot # 19, Road # 17, Banani, Dhaka – 1213.

RESPONSIBILITIES

- Maintain all kinds of cash / fund management activities.
- Ensure proper management of the assets and the liabilities of the group of companies.
- Check & scrutinize vouchers, financial reports, sales & procurement reports.
- Prepare monthly, quarterly, half yearly & yearly Financial Statements.
- Prepare Cash Flow Statements & Bank Reconciliation Statements.
- Prepare monthly salary & wages report.
- Prepare annual business plans, cash flow projection, forecasts and long term plans.
- Prepare monthly / quarterly / half yearly / yearly Income & Expense Budgetary reports.
- Analyze revenue and expenditure trends and recommend appropriate budget levels and ensure expenditure control.
- Monitor and support Tax & VAT (Company Return & At Source) related issues.
- Financial audit preparation and coordinate the audit process.

**PREVIOUS
EXPERIENCE - 07**

Senior Executive, Finance & Accounts From July, 2006 To June, 2008.

ORGANIZATION

Northern Foundation Limited.

Corporate Office:-
House # 305, Road # 21,
Mohakhali DOHS, Dhaka.

RESPONSIBILITIES

- To check vouchers, financial reports, sales & procurement report.
- To prepare monthly financial statement.
- To prepare monthly salary & wages report.
- To produce daily & monthly management report in due time.
- To check debit / credit notes & the loan accounts of all projects.
- To keep records & suggest payment of loan for the projects of the company.
- To check daily disbursement of cheques or cash.
- To prepare monthly / quarterly / half yearly / yearly Income & Expense Budgetary reports.
- To prepare & update monthly collection report.

**ACADEMIC
QUALIFICATION**

Masters of Business Administration (MBA) in Finance		
2013	Northern University of Bangladesh, Dhaka.	CGPA: 3.64 out of 4.
Masters of Commerce (M.Com.) in Management		
2004, Held on 2007	Jagannath University, Dhaka.	2 nd Class
Bachelor of Commerce (B.Com.) in Pass Course		
2002	Dhaka College, Dhaka.	2 nd Class
Higher Secondary School Certificate (H.S.C.) in Science		
2000	Govt. Titumir College, Dhaka.	2 nd Division
Secondary School Certificate (S.S.C.) in Science		
1997	Ideal School & College, Dhaka.	1 st * Division

**ADDITIONAL
QUALIFICATION**

Institute of Cost & Management Accounts of Bangladesh (ICMAB)
Student of PL-02.

**COMPUTER
& IT SKILLS**

01. Microsoft Office Program (Word, Excel, PowerPoint & Visio),
02. Tally ERP, Oracle Financial ERP, SAP ERP and Various Customized Accounting Softwares,
03. Various FMCG Distribution Softwares.

**PERSONAL
DETAILS**

Date of Birth : December 19, 1982.
Gender : Male
Father's Name : Mr. Md. Shah Newaz Khan
Mother's Name : Mrs. Rowshan Ara Jahan
Religion : Islam
Nationality : Bangladeshi By Birth
Marital Status : Married
Permanent & Mailing Address : Plot No # 1824, East Badda,
Post Office Road, (Near Old Krisi Bank),
Gulshan, Badda, Dhaka – 1212.
Mobile : +88 01819463473, +88 01964400512
E-Mail : ranamnk9@gmail.com

REFERENCES

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mr. Md. Delwar Hossain	Mr. Abdur Rouf, FCA
Organization	: Eusof Group	LG - Metrocem Technologies Ltd.
Designation	: Chief Financial Officer (CFO)	Chief Executive Officer (CEO)
Mobile	: 01716180487, 01620866162	01713480580, 01881080752
E-Mail	: delwar487@yahoo.com	rouf106rrh@gmail.com
Relation	: Ex-supervisor at Hamid Group .	Ex-supervisor at Fair Group .



Mostafa Newaz Khan

SIGNATURE