

Mohammad Rezaul Hossain

Address: 1073, East Shewrapara, Dhaka-1216

Mobile: (+88) 01552-397379, 01756048006 (Imo, Viber, Whatsapp)

E-mail: ripon1073@yahoo.com



Career Summary:

- Working as **Assistant Manager (Accounts)** at **Bata Shoe Company (Bangladesh) Ltd.** & have 11 years' experience in Business Analysis, Sales Operation Management, Forecasting, Financial Projection, Banking Communication, Stakeholder Management & Strategic Planning, & Development area.
- A Growth Centric business leader, with a variable record of successful business startup through rich capability in Accounts & Finance Management, & experienced in managing the business in a sustainable way, have sound knowledge in Vat, Tax issues & operating Accounting software achieving the final target.
- Demonstrated Confirmed expertise in surpassing goals, attaining corporate objectives, preparing Financial Policies & SOPs, Project Proposals, Financials Reports & exceeding customer expectations.

Career Objective:

- To Work as Business Analyst & Lead the entire functional activities to achieve the strategic business goal of an organization to assure sustainable growth.

Key Proficiencies:

- Financial Planning
- Automation & Change Management
- Strategic Development
- Critical thinking & Creativity
- Situational Leadership
- Risk Management
- Banking Communication
- Legal Issues Handling
- Decision-making
- Emotional Intelligence

Personal Information:

Date of Birth: 30 March, 1980

NID No: 2693014960219

Working Experience:

1. **Organization Name:** Bata Shoe Company (Bangladesh) Ltd. (**Website:** batabd.com/)

Designation 1: Assistant Manager (Accounts)

Duration: From '11 to till now

Bata

Job Responsibility:

- Provide financial reports and interpret financial information to managerial staff while recommending further courses of action.
- Advise on investment activities and provide strategies that the company should take.
- Preparation of NRSD Sales performance statement (Income statement) for monthly reporting.
- Analyze costs, pricing, variable contributions, sales results and the company's actual performance compared to the business plans.
- Monitoring & Preparing of Monthly Accounts Receivable (Aging of Dealer) & make projections.
- Oversee operations of the finance department, set goals & design implementation framework.
- Conduct reviews and evaluations for cost-reduction opportunities while managing operational cost.
- Liaising with auditors to ensure appropriate monitoring of company finances is maintained.
- Preparation of Store Profitability (Store wise Income statement) & Annual Budget of NRSD Sales.
- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken & adjusting dealers' payment.
- Generating budget variance analysis report with actual of NRSD Department
- Inform NRSD Manager, Operation Managers, area manager about any irregularities/discrepancies of daily remittance of full amount of sales on daily basis.

Major Achievements:

- Implementing New Software base reconciliation system, as result Bank reconciliation Dealer aging can reconcile at a time.
- Reduced Account receivable collection period from 180 days to 60 days.
- Decreased overall finance cost by 3% in the company by negotiating with the finance institutions.
- Reduce opex & implemented head wise ceiling for Shop Exp Bill
- Controlling and Recovering claim from Supplier of Shop Return



2. Organization Name: East West Industrial Park Ltd. (**Website:** eastwestindpark.com/main/)

Designation 1: Senior Executive (Accounts)

Duration: From '09 to '11

Job Responsibility:

- Keep accurate records for all daily transactions, prepare balance sheets & process invoices
- Update internal systems with financial data & Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements & participate in financial audits
- Assist with budget preparation & Review and implement financial policies
- Order Wise /Style Wise Profit & Loss report & Bank Reconciliation Statement
- Monthly Factory wise Financial Report Preparation & also compiling Monthly Group Financial reports.
- Posting of Cheque Voucher, Cash Voucher & Journal Vouchers in ERP software

Achievement:

- Establishing Standard cost style Wise & Order Wise
- Developed Standard Costing Calculation Process at Production floor
- Automation of Petty cash payment & ensured Utility Consumption as per Unit Produce
- Overhead & Direct Labor consumption as per Order.



3. Organization Name: Opex Sinha Textile Group (**Website:** opexgroup.com)

Designation 1: Officer Cost & Budget

Duration: From '09 to '11

Job Responsibility:

- Ensure that Fabric & Accessories procedure by Merchandiser is within the limit of Garments cost.
- Work out closing summary with the help of respective merchandiser there after arrange the deposit all left over Fabric/Accessories to old stock
- Checking the variance after shipment to find out loss profit of each order/Style
- Overseeing that no merchandiser sends fab/gmt for urgent lab testing as cost of urgent testing is much more. He should also keep a record of retesting & fix responsibility for retesting.

Academic Qualification:

- M.Com in Accounting from National University with Second class.
- M.Com (Preliminary) from National University with Second class.

**Professional Qualification:**

- The Institute of Cost and Management Accountants of Bangladesh. (ICMAB). Topics Covered :(Finale)
1700 Marks Completed out of 2000 Marks

Soft Skill: Teamwork, convincing, inspiring, influencing, negotiation, leadership skill.

Computer Skill: Sound in Microsoft word, excel & PowerPoint presentation

Language: Fluent in Bangla and English.

References

1. **Abdullah Al Rafi**, Managing Director, Avalanche Technology Ltd. **Mobile:** (+88) 01713178862
2. **A.K.M Sirajul Islam**, Chief Accountant, Bata Shoe Company (BD) Ltd. **Mobile:** (+88) 01713333189

Signature:

Date: