



Taslema Akhter

Profile

A Senior Project Finance and Business Development Executive with 3 years of working experience in capital market and corporate finance. I have completed by BBA and MBA in finance along with a one year study and cultural exchange program in France. In my short span of experience, I had scope to work directly with Mr. Kamran Bakr, the former Unilever Chairman and Mr. K A M Majedur Rahman, current CEO of A K Khan and company and former Chairman of Dhaka Stock Exchange.

Employment History

Senior Executive, Project Finance & Business Development, A K Khan & Company Limited, Dhaka

JUNE 2018

- Support in preparing Business Proposal & Financial Proposal for Management
- Analysis of various proposal in the financial market & capital market.
- Support in preparing Director's Report of AKK & its subsidiaries.
- Market price analysis of materials compared to international price of the joint venture (CEAT, AKPEN) companies.
- Support the various team to write up their reports.
- Market research analysis of electric cars, halal foods, broadband internet business
- Economic analysis of Economic Zone
- Summarize Land Documentation
- Maintain international correspondence with Ghanim International Corporation Sdn Bhd
- Support Management in various analysis for Merger and acquisition
- Support in developing C&F business of the company
- Support to enrich the portfolio of AK Khan Securities limited
- Continuously do the share valuation of anchor investment in major shares (GP, Squarepharma, Lindebd, etc.)
- Support Management and Board before Board meeting of JV companies by analyzing their financial statements. (AKPEN, CEAT)
- Regular follow-up of ongoing business proposal, locally and internationally and update management to progress on the same. Also put best effort to execute the business plan.
- Develop, support & maintain the formal assumption of projects' financial model
- Support to prepare financial feasibility reports of various projects/ventures based on the assumption collected and analyzed.
- Conduct research and remain updated on investment climate in Bangladesh vs. other economics in South and South East Asia to understand relative opportunities and challenges in Bangladesh vis-à-vis other countries.
- Conduct industry, market and company research to understand opportunities for the company vis-à-vis other companies in Bangladesh.
- Analyze financial statement to understand industry and company

Details

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NATIONALITY

Bangladeshi

DATE / PLACE OF BIRTH

1989/09/09

Dhaka

Skills

Microsoft Office Word

Adaptability

Teamwork

Time Management

Computer Skills

Microsoft Excel

Leadership Skills

Microsoft PowerPoint

Fast Learner

Ability to Work in a Team

Communication Skills

Hobbies

Photography, Travelling, Driving

Languages

English

French

dynamics, market trends and business model/processes of relevant industries to create financial models for assessing financial feasibility of similar investment projects in Bangladesh

- *Maintain database of financial variables of projects/ventures*
- *Coordinating different departments for understanding the assumptions provided for the financial models.*

Executive, CAPM Advisory Limited, Dhaka

JULY 2017 — MAY 2018

- *Prepare Information Memorandum and Value and Asset based valuation for IPO incoming companies.*
- *Regular follow up of ongoing business proposal*
- *Support in all Issue Management & Underwriting related tasks*
- *Conduct financial projection report as per requirements*
- *Analysis of qualitative/quantitative data as required*
- *Prepare all graphical presentation on team presentation and valuation*

Teaching Assistant, Department of Economics at United International University, Dhaka

NOVEMBER 2011 — FEBRUARY 2012

- Assisting faculties
- Tutoring students
- Checking assignments

Education

Master of Business Administration (MBA), North South University, Dhaka

JUNE 2014 — APRIL 2017

- Graduated *Magna Cum Laude*
- Major in Finance

Bachelor of Business Administration (BBA), United International University, Dhaka

JULY 2007 — MARCH 2013

- Graduated with *Chancellor's Gold Medal*
- *Graduated summa cum laude.*
- Delivered Valedictorian speech in UIU's 3rd Convocation 2015 ceremony
- Enjoyed 100% scholarship
- Achieved Erasmus Mundus eLINK scholarship in Université Lumière Lyon 2, Lyon, France
- Major in Finance

Exchange Program, Université Lumière Lyon 2 under eLINK Erasmus Mundus, Lyon, France

SEPTEMBER 2009 — JUNE 2010

- Attended seminars on Product Life-cycle Management, Supply Chain Management, and visited factory of *Carrier* and *Renault truck*.

Higher Secondary Certificate (HSC), Dhaka City College, Dhaka

Secondary School Certificate (SSC), Willes Little Flower High School, Dhaka

Courses

Advanced Financial Analysis and Modeling, Institute of Business and Economic Research (IBER), United International University

Semi Intensive course in French language, Centre International D'Etudes Françaises (C.I.E.F), Université Lumière Lyon 2, France

Business English, Level 1, British Council

IELTS (Academic), Score 7,

Extra-curricular activities

Executive Member at NSU MBA CLUB, Dhaka

SEPTEMBER 2015 — MARCH 2016

- Preparing invitation letter
- Assisting in event proposal
- Making event summary for public media

Chief of Communication at UIU Entrepreneurship Forum (UIU EF), Dhaka

JANUARY 2012 — SEPTEMBER 2012

- Making event summary for public media
- Supervised two executives
- Preparing invitation letter, arranging audience, inviting judges and faculty members for an event.
- Organized an Intra University Business Plan Contests

Achieved Bronze Standard Award at Duke of Edinburgh's Award for Young People

- Skill Development
- Physical Recreation
- Adventurous Journey
- Social Work.

References

Kazi Mustak Ahmed, FCA, Group Chief Financial Officer (GCFO) from A.K. Khan & Co. Ltd.

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Tania Shamin, MD & CEO from CAPM Advisory Limited

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