

## Zubair Mannan

Address: House-101, Road-3, Block-C, Bashundhara R/A, Dhaka-1229

Mobile: 01919889123

E-Mail: zubair.mannan@gmail.com

LinkedIn: <https://www.linkedin.com/in/zubair-mannan-06470068/>



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### Career Summery

Working as Executive in Accounts & Finance department and key job responsibilities relates to treasury operations & accounts receivable. Skilled in Microsoft word, Microsoft excel & Microsoft PowerPoint. Did M.Sc. in Economics & Finance from Rhine-Waal University of Applied Sciences (Germany) and Bachelor of Business Administration (BBA) focused in Accounting & Finance from North South University (Bangladesh).

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### Education

**05/2015 – 11/2017** Rhine-Waal University of Applied Sciences, Kleve (Germany)

**M.Sc. in Economics and Finance**

GPA: 2.65 (German Grading Scale)

**10/2009 - 06/2014** North South University, Dhaka (Bangladesh)

**Bachelor of Business Administration (BBA)**

Major in Finance and Accounting

GPA: 3.21 out of 4.00

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### Work Experience

**01/2019 – Present** SQ Group

**Executive (Accounts & Finance)**

- Summarize and prepare reports on accounts receivable, funded and non-funded liability statement, cash expenses and other related statements for management and other internal stakeholders.
- Work internally with customer service, sales and other departments to identify and correct recurring customer payment issues and ensure smooth workflow.
- Assists in developing strategies to efficiently manage the company's capital and funding structure.
- Manage all banking activities via treasury workstation.
- Assist and prepare intraday liquidity management and cash management reporting for the Treasury Desk.
- Follow up to ensure payment of the suppliers in accordance with company policy and procedure.

- Provide support to internal and external auditor while reviewing financial documents.
- Maintain relationships with bank representatives and other stakeholders.
- Support the debt/equity structure, banking strategy and cash management activities.
- Perform ad-hoc analysis and special projects as required.

**11/2014 - 04/2015** Unilliance Textiles Limited, Dhaka (Bangladesh)

**Management Trainee**

- Report & analyze all monthly financial statements
- Prepare accounts payable statements
- Check the non-negotiable documents against the terms of L/C, informing in case of any deficiency and taking corrective measures
- Arrange funds for business operation through bank negotiation and find other possible ways to arrange funds.

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**Skills**

**Language**                      **English-** Full Professional Proficiency  
**Mother Tongue-** Bengali

**Software**                      Microsoft Office (Word, Excel, PowerPoint), R Software, SPSS.

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**Memberships and Certificates**

**11/2010**                      Jaago Foundation

**Volunteer, Youth of the Nation**

- Aware people about UCD (Universal Children Day)
- Raise funds to help homeless poor children
- Provide better education to those children

**07/2019**                      New Horizons Computer Learning Centers

**Microsoft Excel 2016** (Course Duration: 16 hours)

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**References**

Mukit Ahmed  
 Chief Financial Officer  
 SQ Group  
 E-mail: mukit.ahmed@sqgc.com

Shahina Akter  
 Deputy Manager  
 SQ Group  
 E-mail: shahina.akter@gqgc.com