

Mostafa Newaz Khan (Newaz)

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Career Summary

I have almost 16 years' job experience in the area of Finance & Accounts and also Business Controlling at some renowned group of companies of various industries, such as FMCG (Food, Lifestyle, Stationary, Mobile Phone Set & Accessories and Home Appliances), Manufacturing Industry (FIBC & WPP Bags and Ready-Mix Concrete), Telecom (Mobile Phone Operator) and Real Estate & Construction (Apartment, Commercial Space & Land Development). I had contributed to improve fund management, financial & operational performance, cost control & management, risk management, inventory & production management to increase the internal control. My experience has given me excellent workplace skills and due to that experience, I believe that, I can take any kind of challenge regarding my job responsibilities.

Career Objective

To develop myself as a better Finance & Accounts Professional by gathering knowledge, experiences & skills and contribute those to the development of the organization and also for my personal growth.

Highlights

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| ✓ Financial Accounting & Group Reporting | ✓ Finance & Operation Integration |
| ✓ Process & System Optimization | ✓ Business Planning |
| ✓ Budgeting, Predictive & Ad-hoc Analysis | ✓ Risk Management |
| ✓ Cost Control | ✓ Financial Leadership & Team Building. |

Skills

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|-------------------------------|-----------------------------------|
| • Problem Solving Skills, | • Effective Communication Skills, |
| • Multitasking Ability, | • Judgment & Decision Making, |
| • Positive / Can Do Attitude, | • Quick Learning, |
| • Team Management Skills, | • Critical Thinking. |

Some Selected Achievements

- Successfully reduced the manufacturing wastage ratio & saved 3.33% – 5.00% raw material cost.
- Successfully reduced the labor cost ratio & saved 10% – 12% by effective monitoring.
- Successfully reduced the OPEX by 3% – 5% through establishment of accountability of functional heads.
- Successfully reduced the cash conversion cycle by 21 – 28 days with better working capital management.
- Successfully reduced the working capital/net sales ratio.
- Successfully reduced the cash transaction by 80% by developing cash-less culture.
- Successfully recovered a good portion of doubtful receivables from trouble accounts by forming and managing a credit recovery team.
- Successfully maximized the profit by minimized the costs & expenses and also raw materials management.
- Develop & implement the MIS reporting system and reducing reporting time from Weekly Accumulated Report to Daily Basis & Till Date Accumulated Reports.
- Developed & implemented the existing & the new policies & procedures (Inventory Purchase-to-Pay, Receive-to-Issue & Order-to-Cash Cycle).
- Successfully participated in the credit facilities arrangement with “Single Borrower Exposer Credit Limit” from banks & financial institutes.
- Successfully participated in the credit facilities arrangement as “Syndication Financing / Loan Facility” from banks & financial institutes.
- Successfully rescheduled & restructured the Defaulted Loan & Credit Facilities from banks.
- Implemented SAP, Tally.ERP & other customized accounting software.
- Performed financial and business analysis for the launching and extension of new business lines.
- Performed & worked as the “Business Controller” in my last 04 (Four) organizations.

Professional Experiences

Rupayan Group

Senior Assistant General Manager & HOD, Group Finance & Accounts (From November 2020 To August 2021)

Key Responsibilities:

- Overall monitoring of Group Accounts & Finance Department.
- Designing & developing strategical business plans & annual budgets considering all possible factors. Also, ensure strategy alignment with objectives of the business.
- Monitoring the implementation of strategic business plans & prepare the analysis of Budget VS. Actual.
- 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.
- Preparing & reviewing the Financial Statements & Reports and Analysis on those reports.
- Preparing financial feasibility analysis & project profile for various existing & new business.
- 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.
- Develop, update & implement the process of the Business Policies & Procedures.
- Monitoring, reviewing & developing all regular & periodic financial & MIS reports & analysis.
- Monitoring, reviewing & developing Internal Control System.
- All Receivable Recovery Follow-up of dues, over dues, return cheque & bad Investment.
- Communicate with Internal & External Auditor for any observation base on the findings.
- Monitoring and supporting Tax & VAT (Company Return & At Source) related issues.

Miracle Industries Limited, Bangladesh Masterpack Limited and Techno Economy Limited

Senior Manager & HOD, MIS & Finance (From October 2018 To December 2019)

Key Responsibilities:

- Designing & developing strategical business plans & annual budgets considering all possible factors. Also, ensure strategy alignment with objectives of the business.
- Monitoring the implementation of strategic business plans & prepare the analysis of Budget VS. Actual.
- 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.
- Preparing & reviewing the Financial Statements & Reports and Analysis on those reports.
- Maintaining relationship with the Banks & NBFIs for smooth business operations & arranging Credit Facilities Limit.
- Preparing financial feasibility analysis & project profile for various existing & new business.
- Monitor & ensure the raw materials' import costing, product costing & product pricing.
- 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 management.
- Develop, update & implement the process of the Business Policies & Procedures (Inventory Purchase-to-Pay, Receive-to-Issue & Order-to-Cash Cycle).
- Prepare & develop various MIS reports & analysis and Internal Control System.
- Monitoring and supporting Tax & VAT (Company Return & At Source) related issues.

Fair Group (Fair Distribution Limited and Fair Food & Lifestyle Limited)

Manager, Finance & Accounts (From July 2015 To September 2018)

Key Responsibilities:

- Responsible for the day-to-day business operations.
- Maintaining all kinds of cash / fund management activities.
- Preparing the Annual Business Plan & the 3-5 Years Strategic Business Plan.
- 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 & NBFIs for smooth business operations & arranging Credit Facilities Limit.
- Preparing financial feasibility analysis & project profile for various existing & new.
- Preparing the analysis of Costing & Pricing of Products & then set-up the Prices (DP-TP-MRP).
- Develop, update & implement the process of Business Policies & Procedures (Inventory Purchase-to-Pay, Receive-to-Issue & Order-to-Cash Cycle).
- Take initiative to accomplish marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising & trade promotion programs; developing field sales action plans.

- Analyze trends and results; establishing pricing strategies; recommending selling prices; monitoring costs, competition, supply and demand.
- 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.
- Monitoring and supporting Tax & VAT (Company Return & At Source) related issues.

NDE Ready Mix Concrete Limited

Manager, Accounts & Finance (From April 2013 To July 2015)

Key Responsibilities:

- Maintain all kinds of cash / fund management activities.
- Arrange & perform the financing related activities regarding all Credit Facilities Limit from various Banks & NBFIs.
- Dynamic skilled in treasury management, banking correspondence, project management & project Finance.
- Prepare project profile & financial feasibility analysis for various projects.
- 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.

Orascom Telecom Bangladesh Ltd. (Banglalink)

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

Key Responsibilities:

- 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 and long-term & 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.
- Evaluate alternative long-term borrowing strategies.
- Prepare the annual departmental budget.
- Cross currency dealing with all financial institutes.

Rangs Group

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

Key Responsibilities:

- Maintain all kinds of cash / fund management activities.
- Prepare project profile & financial feasibility analysis for various projects.
- 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.
- Monitor and support Tax & VAT (Company Return & At Source) related issues.

Hamid Group

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

Key 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.
- Monitor and support Tax & VAT (Company Return & At Source) related issues.

Northern Foundation Limited

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

Key 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.
- Monitor and support Tax & VAT (Company Return & At Source) related issues.

Academic Education

2013	MBA (Finance)	Northern University of Bangladesh, Dhaka.	CGPA: 3.64 out of 4.
2004	MCOM (Management)	Jagannath University, Dhaka.	2nd Class
2002	BCOM (Pass)	Dhaka College, Dhaka.	2nd Class
2000	HSC (Science)	Govt. Titumir College, Dhaka.	2nd Division
1997	SSC (Science)	Ideal School & College, Dhaka.	1st* Division

Professional Education

Institute of Cost & Management Accounts of Bangladesh (ICMAB)	Student of PL-02 (Partly Completed)
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Computer Skills

- Microsoft Office Program (Word, Excel, PowerPoint & Visio).
- Tally ERP, Oracle Financial ERP, SAP ERP and Various Customized Accounting Software.
- Various FMCG Distribution Software.

Personal Information

• Father's Name :	Mr. Md. Shah Newaz Khan	• Nationality :	Bangladeshi (By Birth)
• Mother's Name :	Mrs. Rowshan Ara Jahan	• Religion :	Islam
• Date of Birth :	December 19, 1982	• Marital Status :	Married

Reference

Mr. Abdur Rouf, FCA

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