

A result-oriented professional with expertise in financing and Internal Audit issues

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**Job Objective:**

Searching Mid Senior level position in Finance & Accounts with a reputed organization in manufacturing/Financial/NGO sector or FMCG.

**Core Competencies:**

* Financial Reporting & Analysis
* Budgeting & Forecasting
* Monitoring Financial System
* Problem identification and solution skills
* Conflict resolution/negotiation skills
* Staff training and development
* Change management skills

**Profile Summary:**

* More than Twelve years of experience in Finance & Accounts and Internal Audit having strong knowledge on financing & internal audit issues.
* Strong analytical skills to measure risk involvement in operation, performance evaluation of projects, annual budget, working capital assessment, etc.
* Extensive experience in developing audit plans and SOPs for overall management, supervision and implementation of audit program.
* Strong communication skills with the ability to ensure execution of the time-bound deliverables.

**Achievement**

* [IFC’s (International Finance Corporation) BDT Bond for the very first time in Bangladesh money market in working capital nature worth of BDT 160 Crore for PRAN Group in 2019.](https://pressroom.ifc.org/all/pages/PressDetail.aspx?ID=17695)
* [IFC’s (International Finance Corporation) largest working capital financing of USD 25 Million for PRAN Group in 2020.](https://disclosures.ifc.org/project-detail/SII/43681/mal-pran)
* Successfully coordinated between teams on IFC food safety advisor project (Phase 2-supply chain project on GAP and Food Safety)
* Establishing Supply Chain Finance and Distributor Finance through online with the help of IFC SME team & their nominated fintech company.
* Great savings in doing insurance policy for all sister concern of Sajeeb Group in 2021.
* Developing Working Capital Visibility tools (Dashboard) in ShopUp.

 **Organizational Experience:**

**Mokam Limited (ShopUp) - Senior Manager – Finance & Accounts**

From January 01, 2022 to Continue

**Role:**

* Overall responsibility of preparing Working Capital Visibility against the investment deployed in the group.
* Identifying trends of utilization of Working Capital and providing recommendations for improvement.
* Preparation and submission of monthly/ quarterly/ half yearly/ yearly updates to the management.
* Coordinating with stakeholders to review financial information and forecast.
* Assisting teach team to develop tools for financial reporting.

**Sajeeb Group - Senior Manager - Finance**

From February 14, 2021 to December 30, 2021

**Role:**

* Designing Business plans/ strategies for maximizing revenue, profitability and liquidity
* Conduct all types of financial reporting to the Financial Institutions, interpret & analysis of all financial statements of all business units and report to the top management.
* Conduct, monitor and control of the Group Accounts, Audited accounts and Statutory Audit requirements of each individual company, Projected Accounts and Credit Rating of all business units of the group
* Preparation and submission of monthly/ quarterly/ half yearly/ yearly updates to the management.
* Develop and direct the implementation of strategic business and operational plans including Project appraisal, Feasibility study, Capital Budgeting and review, Credit management, Investment and overall financial management of units concerned.
* Arrange, monitor and control of all types of funds of all business units of the group adequately, timely and cost effectively.
* Undertake creative and dynamic initiatives to reduce Group liabilities so as to maximize and increase assets and wealth.
* Formulating/ Restructuring of perfect utilization of Working Capital.

**PRAN-RFL Group - Manager-Corporate Finance**

From May 1, 2016 to February 10, 2021

**Role:**

* Preparing project profile & analyzing financial feasibility of projects.
* Preparing periodic financial statement according to BFRS & BAS.
* Arranging foreign finance for different projects.
* Preparing budget and controlling operating cash flow.
* Working Capital Assessment.
* Developing and managing financial models.
* Collating, preparing and interpreting reports.
* Look after the Tax Deduction at source & VAT deduction at source at the time of payment to suppliers and deposit into the credit of Govt. Exchequer timely.
* Maintaining liaison with the financiers & regulatory authorities.
* Identifying loopholes to ensure maximum benefit.

**PRAN-RFL Group - Manager-Internal Audit**

From 1st January 2015 to April 30, 2016

**Role:**

* Preparation of detailed audit plan, program and methodology of auditing.
* To review and improve the system of internal control.
* Assessment of financial management of the organization.
* To verify the records of proper approval of purchasing and disposal of assets.
* To confirm that liability has been incurred only in respect of the legitimate operation of the organization.
* Examining the books of accounts supported by sufficient evidence.
* To undertake special investigation by the request of management like financial corruption, theft & bribe case, etc.
* To ensure management that all policies are being followed.
* To verify the accuracy of the financial records and its relater reports & documents.
* Participating in annual physical inventory of stock, Spare Parts & Verification of Fixed Assets.

**PRAN-RFL Group**

**Management Trainee-Internal Audit**

Since 8th June 2010 to 31st Dec 2011

**PRAN-RFL Group**

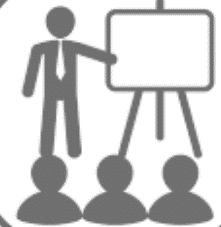
**Assistant Manager- Internal Audit**

Since 1st Jan 2012 To 31st Dec 2013

**PRAN-RFL Group**

**Deputy Manager-Internal Audit**

Since 1st Jan 2014 to 31st Dec 2014

**Training/Certification Summary**

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| **Course Title** | **Topic** | **Institute** |
| Income Tax Practitioner | Income Tax Rules, Income Tax Act | National Board of Revenue |
| Internal Audit and Control Environment | How to do compliance audit, operational and financial audit, etc. | Institute of Chartered Secretaries of Bangladesh |
| Food Safety Management System | ISO 22000:2005 Food Safety Management Systems | FICCI (Federation of Indian Chambers of Commerce and Industry) Quality Forum. |
| Training on Local Tax & VAT | Income Tax & VAT | The Association of Chartered Certified Accountants (ACCA) Bangladesh,  in collaboration with Ernst & Young (EY) Bangladesh |

 **Education Qualification**

|  |  |  |
| --- | --- | --- |
| **Exam Title** | **Concentration/ Major** | **Institute** |
| ACCA (Applied Skills,  Level -02, Continue) | ACCA | The Association of Chartered Certified Accountants |
| ICMA Professional Level-01(Continue, Old Syllabus) | ICMA | The Institute of Chartered and Management Accounts of Bangladesh |
| M.B.A | Finance | University of Chittagong |
| B.B.A | Finance & Banking | University of Chittagong |

**IT Skills: -** Well in MS Office, Google Sheets ERP, Internet Applications, etc.

 **Personal Details:**

Date of Birth : March 21, 1984

Address : C/O-Nirjjan Bihari Dutta, M/S-Dutta store, Vill- East Chachuria P/O- K.B.Bazar, P/S-Banskhali, District-Chittagong.

National ID : 1510812385427

Location Preference : Anywhere in Bangladesh

 **References:**

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I do hereby declare that all information presented here is correct to the best of my knowledge.

With Regards



Nirupam Dutta