**Md. Abdur Rauf**

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**Academic Qualification:**

* Masters of Business Administration in Finance from

Institute of Business Administration (IBA, Batch: 40-D); University of Dhaka in 2007.

* M. Com (Accounting) from National University in 2002

**Professional Qualifications:**

* “Registered Income Tax Practitioners (ITP)”by National Board of Revenue (NBR).

**Career Objective:**

To work professionally & lead the entire functional activities including process and people of the organization to achieve strategic business goal.

**Career Summary:**

* **Currently Working as Head of Operation and Finance at Trust Assets Ltd from 1st January 2020;** & have 12 years’ experience in all around accounts & finance.
* Previously Worked as Head of Finance & Accounts at Energypac Electronics Ltd for almost three years, till 31st December 2019.
* Previously worked as “Treasury Manager” at the corporate office of Rahimafrooz (BD) Limited for almost nine years and managed 1500 crore bank loan with 29th Banks and NBFIs and ensure efficient utilizations of fund.
* Demonstrated Confirmed expertise in managing team, surpassing goals and attaining corporate objectives in highly competitive industries.
* Expert in preparing Financial Policies & SOPs, Project Proposals, Financials Reports and raising funds.

**Proficiencies:**

* Financial Planning
* Fund Management
* Banking Communications
* Budget Preparation & Control
* Project/Business Case Evaluations
* Automation & Change Management
* Strategic Development
* Decision making
* Stakeholder Management
* TAX, VAT and Legal Issues Handling

**Previous Working Experience:**

1. **Name of the Organization:**  Energypac Electronics Ltd.

**Designation:**  Head of Finance & Accounts **Duration:** From June 2017 to December 2019

**Job Responsibilities:**

* Leading the entire Finance and Accounts team consist of 23 people who work for 5 sub-functions (a. GL & Accounts; b. Budgetary Control and Reporting; c. Costing and Pricing; d. Banking, Treasury and Fund Management; e. Tax, VAT & Regulatory Affairs)
* Resolved all the legal and regulatory issues as acting “Company Secretary” of the company. Till now participate & organized 8 board meetings of the company held quarterly.
* Working as a “member secretary of Audit Committee"; “Member of Executive Committee- EC” and “Trustee of Company’s Provident Fund”
* Preparing Annual Budget Plan (ABP) and ensuring budgetary control.
* Conducting financial feasibility assessment of all new business projects, new products introductions, due diligence & providing recommendations to assist Board Member taking final investment decision.
* Supervise Costing Analysis –Costing review, prepare the product cost of all SKU’s, Common Cost allocation, Product Margin and Product line profitability analysis and reporting.
* Dealing with Bangladesh Bank, BOI, RJSC, & SEC related matters in terms of dividend repatriation, routine return submission, equity rising etc & assuring on time submission, issuance & renewal of all legal & regulatory documents & License, Approvals, Agreements, Memberships etc.
* Ensuring Annual Statutory Audit and handling all Tax, VAT & Insurance Issue.

**Selected Achievements:**

* Implemented SAP S4 HANA from 01-07-2019 as the BPO (Business Process Owner)- of FI & CO module
* Leading the Department with 4.35% Employee Turnover against Company turnover rate approx. 11%.
* Revised & establish adherence of “Retail & Distribution Credit Policy” & “Corporate Credit Policy” which motivate customer to turn into cash business instead of credit business, as a result annual Cash collection is 107% of annual sales of year 2018-19 means reduce receivable.
* Developed “Employee Annual Incentive Plan” and “Distributors Annual Incentive Plan (for 127 Distributors)” for the first time at Energypac which boost up sales with 27% revenue growth.
* Restructured distribution process by implementing “Central Distribution System” (CDS) which reduce 30% of delivery expenses effective from April’2019.
* Reviewed all the policies & revised some policies & clauses which included but not limited to- TA policy, DA Policy, Transport Policy, Residence Conveyance Policy, Hospitalization Policy etc.
* Took initiative to identify and there by stock out non salable goods and raw materials which is 18% of total Inventory to reduce Inventory Holding Days significantly.
* Filed a petition in the Supreme Court, acted as the deponent of the company, and successfully completed “the amendment of the subject clauses in the memorandum of association (MOA)”.

1. **Name of the Organization: Rahimafrooz (Bangladesh) Limited**

**Designation 1: “**Treasury Manager” Grade-9 **Duration:** From Mar’16 to May’17

**Designation 2:** “Manager, Treasury and Reporting” Grade 8 **Duration:** From Jul’12 to Feb’16

**Designation 3:** “Sr Executive-Planning, Analysis & Reporting” Grade-7S **Duration:** From Sep’11 to Jun’12

**Designation 4:** Executive Finance **Duration:** From Sep’09 to Aug’11

**Designation 5:** Sr. Officer **Duration:** From Mar’08 to Aug’09

**Job Responsibilities:**

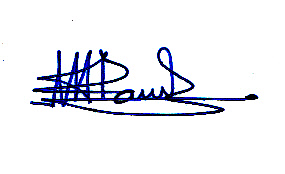
* Fund raising at best possible terms & condition and ensuring best utilization of fund/banking facility.
* Assess annual bank loan facility requirement for all the thirteen sister concerns including Group & recommending to GCFO/GBOD to enhance and/or reduce bank loan limit approval.
* Monitor debt service/on time bank payment to ensure clean CIB report for all Sister Concerns.
* Take initiatives continuously to minimize overall cost of debt of each sister concerns and Group.
* Analyzing Business of all the sister concerns regularly & provide report on financial result/business performance to HOB/COO/CEO/GCFO & respective Board members to support them in making decisions.
* Evaluate new projects/Initiatives/expansion business case/investment proposal & recommending for Board decision including Post Implementation Review (PIR).
* Playing key responsibility along with GCFO in preparing Annual Business Plan (ABP) for all sister concerns and Group, including financial forecasts.
* Monitor & extract data from ERP system (IMAS/SAP) for proper recording, analysis & reporting.

**Selected Achievements:**

* Reduced Weighted Average Cost of Debt (Interest Rate of Rahimafrooz Group Bank Loan on total facility tk.1470 crore) to 10.40% per anum from earlier 14.60%.
* Established centralized treasury administration through single point fund management discipline.
* Accomplished 6 years’ Annual Business Plan (ABP) of Rahimafrooz Group i.e. from year ’11-12, to ’16-17
* Developed Management Reporting Process (MIS) for all the sister concern & Rahimafrooz Group.
* Including few others projects, evaluated the business case of Core Knowledge Limited & Rahimafrooz CIC Agro Limited- two new sister concerns of Rahimafrooz Group.
* Assigned to take internal training session on XLs.

**Computer Skill:** Sound in Microsoft word, power point & advance user of Microsoft Excel,

**Software Skill:** SAP, IMAS

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**Reference:** Will be given if required

**Signature:**

**Date: 06-02-2020**