

Resume of Md. Mahabubur Rahaman

MD. MAHABUBUR RAHAMAN

13/B, Dattapara, Cherag Ali,
Gazipur.

Mobile Phone: 01914186255

E-mail: nicky538@gmail.com

LinkedIN: www.linkedin.com/in/md-mahabubur-rahaman-b1a969



Career Objective:

I would like to work in a reputed company as a Finance & SCM Professional where I can add value by utilizing my knowledge and experience to achieve organizational goal with best possible effort and dedication. Moreover, to work in a company where, there is an enough opportunity to expand my career and meet challenges to grow further.

Career Summary:

Currently I am working at Ifad Multi Products Limited as Deputy Manager-Sales Commercial under Finance Department. Prior that I was worked for International Beverages Private Limited (A 100% subsidiary of The Coca-Cola Company) as an Assistant Manager in Working Capital Team from July 2015. Before that, I was in Danish Condensed Milk BD Ltd, as Accounts Officer for 19 months. I have more than 13 years of experience in 05 different organizations in Local & MNC. I have completed my MBA from BRAC University, where my major was Finance. I have also completed my MBS from National University, where my major was accounting.

Special Qualification:

1. SAP FI, SD & MM Module working experience for more than 05 years
2. ERP Training (In-house) working experience for more than 4.5 years
3. Diploma in MS Office
4. Distributor and Scheme Audit and Compliance

Experience:

- 1. Deputy Manager-Sales Commercial** (March 21, 2020- Till Present)
Ifad Multi Products Limited (Under IFAD Group)
Company Address: Ifad Tower, 07, New Tejgaon Industrial Area, Dhaka-1208

Duties/Responsibilities:

- ✓ Budgetary control over all SLI related expenses.
- ✓ Depot Wise Primary and Plan compile and FG Requisition to SCM.
- ✓ Help VP-Sales to design consumer and retailer offer
- ✓ Entire Process for Distributor Selection to FnF.
- ✓ Distributor Profitability Report Prepare & circulate to management.
- ✓ Daily Sales Reporting Vs Business Plan and SnOP
- ✓ Conduct surprise Audit at distribution and distributor warehouse.
- ✓ Business plan Vs Sales Forecast Monitor
- ✓ All type of Distribution Claim Checking and Process in SAP.
- ✓ Distributor Credit Management
- ✓ Working as Key User for SD Module

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2. Assistant Manager – Working Capital (July 11, 2015 – March 19, 2020)

International Beverages Private Ltd. (100% subsidiary of The Coca-Cola Company)

Company Location: 146, Castel Palace, 11th Floor, Gulshan-1, Dhaka-1212

Duties/Responsibilities:

- ✓ Distributor Discount (OMS) Claim Check & Process in SAP.
- ✓ Daily Budget Vs Actual Variance report circular to CLT Team.
- ✓ Daily Collection Vs Sales Report prepare & Circulate to CLT Team.
- ✓ Validate Incentive Calculation of Distributor and Sales Team.
- ✓ Additional Discount claim for Retail & Wholesale outlets.
- ✓ Prepare Discount expenses with Business Plan Vs Actual (Weekly).
- ✓ Market Execution Cost Tracking against Yearly Budget Plan.
- ✓ Leakage & Damage Claim processing for Distributor along with Warehouse.
- ✓ Prepare Price cascade and upload in SAP for Primary billing.
- ✓ Preservation of documents to face CAD Audit from HQ.
- ✓ Coordinate Market Audit Team for audit in market & distribution house and circulate report

3. Accounts Officer-Depot

(January 19, 2014 - July 10, 2015)

Company: Danish Condensed Milk Bangladesh Limited (A Sister Concern of Partex Group)

Company Website: <https://partextargroup.com/companies/danish-condensed-milk-bd-limited/home/>

Duties/Responsibilities:

- ✓ Check and Process Incentive Calculation for Distributors as Credit Note in ERP
- ✓ Check & Process Distributors claim for manual scheme file note in ERP
- ✓ Check & Process Damage Claim of Distributors and Warehouse
- ✓ Check and Deduct excess claim from transporter and short delivery.
- ✓ Bank Reconciliation for the depot
- ✓ Circulate Daily Transaction data with superior management
- ✓ Issue Money Receipt and Invoice for the distributors
- ✓ Collect Quarterly Balance Confirmation from the distributors
- ✓ Stock Reconciliation of Depot with Book & Physical

4. Executive Finance & Accounts

(Jan 04, 2011 - Jan 19, 2014)

Company: Bangla Phone Limited

Company Website: <https://www.banglaphone.net.bd/>

Duties/Responsibilities:

- ✓ Accounts Receivable Vouchers through ERP.
- ✓ Assist Supervisor to Prepare Monthly Financial Statements
- ✓ Issue Invoice to the customers
- ✓ Cash & Journal Vouchers through ERP
- ✓ Reconcile Bank Statement
- ✓ Issue Notification Letters to Receivable Clients
- ✓ Purchase Rate Variance calculation with BP

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5. Accounts Officer

(April 01, 2007 - April 29, 2010)

Company: Crescent Metal Works (Address: 42, Khan-A-Sabur Road, Khulna-9100)

Duties/Responsibilities:

- ✓ Collection Voucher Create in SUN Accounting Software
- ✓ Invoice Prepare
- ✓ Bank Reconciliation
- ✓ Gate Exit Challan Prepare
- ✓ Petty Cash.

Academic Qualification:

Exam Title	Major	Institute	Result	Passing Year
MBA	Finance	BRAC University	CGPA: 3.53	2012
MBS	Accounting	National University	Second Class	2009
B.Com Hon's	Accounting	National University	Second Class	2007
H.S.C	Business Studies	Govt. M.M. City College, Khulna	CGPA:3.5	2003
S.S.C	Business Studies	Model High School, Khulna	CGPA: 2.63	2001

Personal Details:

Permanent Address : 1/1, B.K. Main Road, Sayed Lane, Khulna-9100
Religion : Islam
Date of Birth : 01-Jan-1987
Marital Status : Married

Reference (s):

Name	:	Abu Bakar Siddique, FCA	Imtiaz Mehmud Riaz
Organization	:	IFAD Multi Products Limited	International Beverages Pri. Ltd.
Designation	:	General Manager-A&F	Central Depot In Charge
Mobile	:	01799-990107	01799-990107
E-Mail	:	Bakars12980@gmail.com	imehmudriaz@coca-cola.com.bd
Relation	:	Professional	Professional

I hereby confirming that, the above information's are correct and accurate to the best of my knowledge and your consideration.

Thanking You



Md. Mahabubur Rahaman