

**MD. MAHFUZUR RAHMAN**

**House: B-33, Lalkuthi 3rd Colony,**

**Mazar Road, Mirpur, Dhaka-1216**

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**Officer (Executive) with** 4 years of experience in **Cost and Budget** Department of a renowned Organization. Becoming a successful professional by taking any kinds of challenges & responsibilities with hard-work, intelligence & efficiency. The Knowledge gained from my last corporate job experience shaped my ability to adapt quickly work efficiently, think creatively and work efficiently as part of a team or on my own.

**Areas of Expertise include:**

|  |  |  |
| --- | --- | --- |
|  Cost Audit (Physical Stock |  Bill of Materials (BOM) |  Machine Capacity |
|  Activity Based Costing |  Yield Loss Calculation |  Annual Budget Making |
|  Actual Product Cost |  ERP Project Member |  Manpower Standard Set-up |

**EXPERIENCE & NOTABLE CONTRIBUTION**

**Padma Group of Converters  Corporate Office August, 2016-Till**

**OFFICER (EXECUTIVE)**

Make Manpower Standard in whole group. Applying various types of product costing method as well as successfully reviewed about 4000 product prices to boost sales and also increase sales prices. While Physical Stock Verification, I have suggested and implemented process that saves 2 hours working time and increase productivity by 1,50,000 pcs.

* Capacity Utilization report that helps to identify unutilized machine, and boost sales and achieved productivity.
* Yield Loss Calculation by Input and Output Reconciliation to find out variance against actual raw material consumption with standard raw material consumption.
* Circle Wise Budget and Annual Budget preparation
* Preparing Long Term Investment Related Analysis that helps to identify various project proposal.
* Working with a dynamic team for ERP-SAP Implementation that is why I have collected and Prepared Master Data for this.

**KEY ACCOMPLISHMENT**:

* Due to physical stock taking every month, the company does not need to verify stock by 3 rd Party and cost saved by 3 lac Tk. Every month.
* As this is the TPM Based Company, I have involved in JH Committee and Kaizen Committee.

**Sobsomoybd  Head Office  2015-2016**

**OPERATION MANAGER**

Wide Variety of product sourcing to purchase with competitive price from suppliers that helps to gain more sales revenue and as well as managed supply chain to provide product s to the customer doorstep without failure.

**KEY ACCOMPLISHMENT:**

* Vendor Management
* Order Tracking
* Purchase Requisition

**Kolpojontro Foundation**  **Dhaka Office**  **2015-2017**

**Executive**

My activities as an Executive Body with this foundation at a glance:

* Liaison with different NGO and People to promote different project since 2016
* Communicate and promote it to in general for taking different project.
* Child Learning Project Since 2015

**E-Haque Coaching** **Mirpur Brance**  **2011-2012**

The teaching profession is honorable, and while you may think that you know exactly what it entails to be a teacher, from my early life, my hobby is to teach student. That’s why I had joined this coaching center and my activities at a glance:

* Taking Class Subject-English (first and second paper) Regularly of Class 8 and Class 9
* Exam Taking weekly

**E-SHAAL(former Smile Welfare Foundation)**  **Dhaka Office**  **2011-2017**

**Founder**

To help the needy, I had taken an initiative to form a welfare foundation to help needy people. Initial

Phase, this foundation was run from friend’s subscription fees and able to help by:

* Distributing blanket and new cloths among street people
* Providing all expenses of two Meritorious Poor Student to continue their study.
* Providing all expenses of a 4 years’ poor child’s heart operation

**KEY ACCOMPLISHMENT:**

* Donating Helpless people
* Relief provided to the flooded area, Mountain Collapse area, Rohingan People at Coxs Bazar

**EDUCAT**

**Education at a Glance**

**N**

**Chartered Institute of Management Accountants (CIMA) -Perusing**

**CO1**- Fundamentals of Management Accounting

**CO2**- Fundamentals of Financial Accounting

**CO4**- Fundamentals of Business Economics

**CO5**-Fundamentals of Ethics, Corporate Governance and Business Law

**E3**- Strategic Management (Running)

**Master of Business Administration (M.B.A) (2017-2019)**

**Bangladesh University of Business and Technology (BUBT)**

**Major**- Human Resource Management

**C.G.P.A**: 3.26

**Bachelor of Business Administration (B.B.A) (2012-2016) North South University**

**Major**: Human Resource Management

**C.G.P.A**: 2.43 (**79% marks as per UGC**)

**Group**: Business Studies.

**GPA**: 5.00

**Higher Secondary School Certificate (H.S.C) (2011)**

**Dhaka Commerce College (Under Dhaka Board)**

**Secondary School Certificate (S.S.C) (2009**

**Saheed Smrity High School (Under Dhaka Board)**

**Group:** Business Studies

**GPA:** 4.69.

**Skill and Strength:**

**Computer Skill** : MS Word, MS Excel (PIVOT Table, VLOOKUP etc. Functions), MS PowerPoint, Adobe Photoshop, Illustrator (Basic).

**Language proficiency** : Have a good command in both Bangla & English; reading, writing, listening & speaking. Also completed General English Course from British Council. And taking preparation for IELTS Exam.

**Other Qualification** : Good analytical ability and can take extra pressure.

**Personal Profile**

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| Name | :Md. Mahfuzur Rahman |
| Father’s Name | :Md. Sirajul Islam |
| Mother’s Name | :Mahfuza Islam |
| Spouse’s Name | :Nafija Tanjum |
| Date of Birth | :02-03-1994 |
| Nationality | :Bangladesh |
| Religion | :Islam |
| Sex | :Male |
| Blood Group | :B(+ve) |
| National ID | **:199426948070000079** |
| Passport No. | **:BR0695005** |