

Md. Jalil Miah

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Career Objective:

Seeking a challenging and rewarding position in financial management and accounting functions with visionary organization. In long run, I would like to grow to a leadership position and make a worthy contribution to the organization and society.

Career Summary:

After completion of my BBA & MBA (In Accounting & Information Systems) from University of Dhaka, I was in Beximco Ltd. for 1.1 years, 2.7 years in ACI Limited 4.1 years in Marico Bangladesh. During job tenure In, 2014 I had achieved Advanced Diploma in Management Accounting from UK. Also I am pursuing CIMA (Chartered Institute of Management Accountants, UK) having operational & Management Levels completed.

Special Qualification:

Horizontal experiences in supply chain fin, marketing fin, sales fin, Dist. fin & acc, Better knowledge on product costing, inventory mgt, end to end process, CFA & DB mgt, 1st rate SAP expertise and Project manager of customized ERP implementation

Employment History:

Total Year of Experience :13.4 Year(s)

1. **Head of Factory Accounts and Finance- Assistant General Manager (December 18, 2021 - Continuing)**

NR Group

Company Location :Bhaluka, Mymensingh

Department:Accounts & Finance

Duties/Responsibilities:

I am working as the Head of Factory Accounts and Finance of 32 units of NR group at Valuka factory premises having all setup of textile and garment units Spinning, Dying, Knitting, Garments and Printing AOP Leading the overall Finance & Accounts team having 60 members being responsible as the final approval as per DOA from factory ends Leading the 8 factory stores and sub stores having 50 team members Partnering and developing the transport department continuously Partnering and developing the civil department continuously Leading The factory audit team Reporting FOH and finding value savings area at different units Overall financial closing and reporting with proper classification as per cost head and responsible units Any other task as and when required with value addition

2. **Manager, Accounts & Finance (HOD of Business Planning) (February 4, 2021 - December 15, 2021)**

Rupayan Group

Company Location :Dhaka

Department:Finance & Planning

Duties/Responsibilities:

- Overall monitoring of Accounts & Finance Department and leading the ABP Team of Rupayan Group
- Monitoring, reviewing & developing all regular & periodic financial & MIS reports & analysis
- Designing & developing strategical business plans & annual budgets considering all possible factors. Also, ensure strategy alignment with objectives of the business
- 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
- Monitoring, reviewing & developing Internal Control System
- All Receivable Recovery Follow-up of dues, over dues, return cheque & bad Investment
- Reporting and following up business heads regarding monthly variance analysis of TGT vs achievement vs Plan
- Reporting business wise MISs of basis FY vs budget vs LY over index growth or degrowth
- Leading & anchoring IPO & RJSC related agendas
- Monitoring and maintaining liaison with directors and business heads of all SBUs of Rupayan Group regarding monthly business performance
- Working as the bridge maker between business heads and the management of the company

3. Owner (November 1, 2017 - December 31, 2020)

Own Business

Company Location :Mymensingh

Department:N/A

Duties/Responsibilities:

- Establishment and development of own business in poultry and Fisheries
- Supply chain management of business
- Financial Management of business
- Client and supplier management, negotiate with them and maintain relationship
- Overall human resource management of the business
- Strategic policy setup and implementation within the business
- Hygiene and safety management throughout the business
- Sales and marketing management of the business
- Credit collection of regular & overdues nature

4. Assistant Manager, In-charge, Supply Chain Finance (July 1, 2016 - October 15, 2017)

Marico Bangladesh Limited

Company Location :Dhaka

Department:Finance & CORA

Duties/Responsibilities:

Asst. Manager(Team Leader), Supply Chain Finance- Marico Bangladesh Limited from 1st July 2016 to till date. Reporting to Head- Commercial & Business Finance. Details of current tasks are listed as follows:

Leading, partnering with respective stakeholders & looking after overall supply chain finance unit of MBL with control checkpoints, supporting to business finance in quarterly, half-yearly & annual COGS budgeting, monitoring of proper expense booking in proper GL, PM costing, projects, compliance and process improvements

Anchoring & monthly reporting of MBL MarVal Projects (Cost Savings & value maximization related projects)

Monthly supply chain MOR preparation & presentation to the management team

Auditing at least two 3P factories in each month to bring standard benchmarking as per guidelines and policies set by Marico group

Ensuring, monitoring & getting locked in SAP of monthly closing of all (11) 3P factories

Benchmarking of MVC (SKU wise variable cost) incurred in 3P factories with MBL owned factories

Verifying of Mass balancing with SAP of MBL owned crushing unit & 3p (Mostafa-CTG) refinery unit prepared by factory finance of MBL

Supervising all financial transaction getting incurred through MBL supply chain activities
 Info record maintain (Price creation & change) in SAP
 Maintaining BOM in SAP for all plants of Marico BD (FG, RM, PM)
 Taking continuous initiatives for effective cost reduction by quality bench marking of production (per KL, per SKU, Owned plants & India plants Vs 3P factories in Bangladesh
 Reporting of variance analysis of production S&OP, Sales S&OP (Planning variances, operational variances, budget Vs actual, S&OP Vs Actual, FOB Vs CFR freight, month Vs month, FY Vs FY, etc)
 Driving cost efficiency program partnering with SCM & other finance function of MBL
 Developing 3p cost models partnering with SCM & participating in negotiations with perspective vendors
 Anchoring & verifying of copra & others supply chain purchases, L/C payments, assessment documents, endorsement documents validation
 3P management by monitoring usage efficiency, wastage, productivity & payment
 Developing & benchmarking of MBL sourcing, outsourcing & manufacturing SOP & GRC checklist with group SOP & GRC
 Monitoring & taking initiatives to reduce port demurrages partnering with SCM & C&FA
 Validating supply chain local purchases
 Expediting insurance claim getting done by SCM & billing team of MBL
 Ensuring smoothly closure of 3P vendors (if needed)
 Aligning all physical activities with SAP & ensuring correct accounting in SAP relating SCM activities
 Any other tasks asked by superiors as & when required

5. **Assistant Manager, Marketing Finance (July 1, 2015 - June 30, 2016)**

Marico Bangladesh Limited

Company Location :Dhaka
 Department:Finance & CORA

Duties/Responsibilities:

Asst. Finance Manager, Marketing Finance- Marico Bangladesh Limited from 1st July 2015 to 30th June 2016. Reporting to Head- Commercial & Business Finance. Details of tasks are listed as follows:
 Monthly Marketing accounting closing
 Monthly marketing finance MOR preparation & presentation to management team
 Effective partnering with marketing team & others stakeholders of MBL (Media agency, activation agencies, bill board agencies and other indirect vendors of MBL
 Quarterly advertising budget preparation and monitoring
 Monthly Marketing expense (ASP) reconciliation (Budget Vs. Actual)
 Monthly marketing spend effectiveness analysis (Brand & SKU wise)
 Vendor negotiation regarding activation, billboards, TVC making & other indirect buying
 Preparing monthly, quarterly & yearly variance reports showing SKU & brand wise impact
 ASP portal reconciliation (Activity wise; like TV Plan, TVC making, other advertisement, outdoor activation etc.)
 Supervising all financial transaction getting incurred through MBL marketing activities ensuring VAT & Tax partnering with MBL VAT & Tax team
 Preparation of MKTVC (Market variable costs) monthly & YTD
 Ensuring monthly all marketing budget & activities get uploaded in ASP portal
 Settlement of all types MT(Modern Trade) claims & other claims relating to Marketing (ASP) function of MBL
 Marketing (ASP) expense budget creation through SAP (IO&PO), monitoring & controlling showing monthly variance analysis (activity wise variance analysis).
 Creation of all IOs & POs of Marketing
 Facing External & Group Audits
 Any other tasks asked by superiors as and when required

6. **Finance Executive, Sales/Customer & Depot Finance (September 15, 2013 - June 30, 2015)**

Marico Bangladesh Limited

Company Location :Dhaka, Bangladesh
 Department:Finance & CORA

Duties/Responsibilities:

Finance Executive, Sales & depot finance- Marico Bangladesh Limited from 15th September 2013 to 30th June 2015. Reporting to Head- Commercial & Business Finance. Details of tasks are listed as follows:

Monthly sales accounting closing

Managing Director`s budget (SLI) creation through SAP, monitoring & controlling

Ascertaining & reporting effectiveness of Monthly max possible cost (for provision purpose by 1st day of the following month) & scheme cost (Trade/consumer offer-by 1st day after company level closing)

Sales (SLI-Sales Led Initiatives) expense budget creation through SAP (IO&PO), monitoring & controlling preparing monthly variance analysis (activity wise variance analysis)

Monthly reconciliation of sales expense budget Vs actual partnering with Sales Development team

Ensuring proper expense booking in proper GL (by reporting month end IO & GL reconciliation)

Factory & depot transport budget (IO) creation, monitoring & controlling maintaining DS & VDS

Warehouse rent budget(IO & PO) creation, booking, monitoring & controlling

Stock verification report preparation (nationally) contrast to SAP, monitoring GRN & SAN

Management of FG at depot level & reporting Slow & non-moving items to ASMs & line manager

Handling smooth depot operation (3 depots out of 5 depots of Marico Bd.)

Review & analysis of depot monthly operation report (MOR)

Variance analysis of different types of expenses (Freight, loading-unloading, market variable cost %)

Depot & Audit certification drive as per KBC(achieved Gold certificate)

FF expense processing through third party payroll management institution(PayMe)

DBSM,SO,TM ASM,RSM incentives checking & disbursement as per internal order(Budget)

TLO upload in the system for primary & secondary schemes

Distributors` L&D settlement(nationally) with proper verification and % reporting of primary sales

Handling depot staffs including with 3 depot managers

Distributors` primary & secondary incentive checking & disbursement

Independently distributors all claim settlement

Any other tasks asked by superiors

7. Finance Executive (March 2, 2011 - September 10, 2013)

ACI(Advanced Chemical Industries Ltd.)

Company Location :Dhaka

Department:Finance

Duties/Responsibilities:

Finance Executive, Finance & Planning- ACI Limited from 2nd March 2011 to 10th September 2013.

Reporting to Accounts Manager. Details of tasks are listed as follows:

Preparation of budget of two businesses (ACI Fertilizer & ACI Cropex)

Analysis & review with budgeted accounts

Inventory management

Product costing

P/L management of two Management & legal accounts

Bank, Stock ,Sales, debtors & creditors reconciliation

Stock month coverage report

Advance schedule

Preparation of invoice wise profitability statement

Daily fund employment statement

Monthly performance analysis contrast to budget

Different reports asked by superiors as and when required.

8. Executive(Accounts & Finance) (January 5, 2010 - February 28, 2011)

Beximco Ltd.

Company Location :Dhaka

Department:Finance

Duties/Responsibilities:

Accounts & Finance Executive- Beximco Limited from 5th January, 2010 to 28th February, 2011. Reporting to Accounts Manager. Details of tasks are listed as follows:

Voucher posting

Expense bill processing

Maintaining asset register
 Bank reconciliation
 Monthly administrative expense preparation & reporting
 Different reports asked by superiors as and when required.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|--|---------------------------------|---|--------------------|-----------------|-----------------|---|
| CIMA | Management Accounting | CIMA (Certified Institute Of Cost And Management Accountants [<i>Foreign Institute</i>]) | | 2015 | 3 | Final Level (Operational and Management Levels Completed |
| Master of Business Administration (MBA) | Accounting & Information System | University of Dhaka | CGPA:3.63 out of 4 | 2008 | 1 year | - |
| Bachelor of Business Administration (BBA) | Accounting & Information System | University of Dhaka | CGPA:3.13 out of 4 | 2007 | 4 years | - |
| CIMA Advanced Diploma in Management Accounting | Management Accounting | Chartered Institute of Management Accountants [<i>Foreign Institute</i>] | | 2014 | - | - |
| HSC | Business Studies | Cant. Public College Ghatail, Tangail. | CGPA:4.2 out of 5 | 2003 | 2 years | - |
| SSC | Business Studies | Kapadamam High School, Shakhipur, Tangail. | CGPA:3.88 out of 5 | 2001 | - | - |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|-------------------------------------|--|--|----------------|-----------------|-------------|-----------------|
| Effective Negotiation Skills | End to end process of a successful negotiation | Mind Mapper Bangladesh | Bangladesh | Dhaka | 2016 | 2 Days |
| Changes in New VAT Law 2016 | Key changes in New VAT Law in 2016 | Md. Zakir Hossain | Bangladesh | Dhaka | 2016 | 8 Hours |
| Tax and VAT law in Finance Act 2016 | Changes in Corporate Tax and VAT law through recent Finance Act 2016 | Snehasish Mahmud & Co, Chartered Accountants | Bangladesh | Dhaka | 2016 | 1 Day |
| Material Management | SAP Integration for Physical | Marico Bangladesh Limited | Bangladesh | MBL HO | 2016 | 1 Day |

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|---|---|---------------------------------------|------------|---|------|---------|
| | Material Movements | | | | | |
| Advanced Managerial Communication & Self leadership | Advanced managerial communication & self leadership with the 21st century mindset | SAPIEN Strategy Consulting & Research | Bangladesh | Palm view restaurant, Army Golf Club, Dhaka | 2016 | 2 Days |
| Relationship Management Program | Managerial grid & Relationship Management | Homi Mulla Associate, India | Bangladesh | Brac CDM, Savar, Dhaka | 2015 | 3 Days |
| Source tax & vat application | Source tax & vat application budget perspective | ACI | Bangladesh | ACI Center | 2013 | 2 days |
| Professional Communication & presentation | Overall communication strategy & presentation skill | The Consultant & Trainers Institute | Bangladesh | Dhaka | 2013 | 2 Days |
| Assertiveness | Assertiveness relates to Finance | ACI | Bangladesh | ACI Center | 2011 | 6 hours |
| Advanced Excel | Excel in Accounting | ACI | Bangladesh | ACI Center | 2011 | 5 days |

Professional Qualification:

| Certification | Institute | Location | From | To |
|--|---|-----------------|---------------|-------------------|
| CIMA Operational and management levels | Chartered Institute of Management Accountants | | June 25, 2014 | December 18, 2014 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Preferred Job Category : Accounting/Finance, Supply Chain/Procurement
 Preferred Location : Chattogram, Dhaka, Jashore, Mymensingh, Narayanganj, Rajshahi, Sylhet, Australia, Belgium, Bhutan, Brazil, Canada, Japan, Kuwait, United Arab Emirates
 Preferred Organization Types : Insurance, Manufacturing (FMCG), Manufacturing (Light Engineering and Heavy Industry), NGO, Logistic/Courier/Air Express Companies, Multinational Companies, Food (Packaged)/Beverage, Freight forwarding, Group of Companies, Chemical Industries, Tobacco, Cement Industry

Specialization:

| Fields of Specialization | Description |
|---|--|
| <ul style="list-style-type: none"> • Accounts • MIS • Cost & Management Accounting • Business/ Product Development • Management Research | Horizontal experiences in MIS, Budgeting, Factory Fin, SC Fin, Sales fin, Dist. Fin, Acc & Inventory Mgt, Product costing. |

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Extra Curricular Activities:

I was the captain of university departmental foot ball team. Good cricket player.

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English | High | High | High |
| Bengali | High | High | High |
| Hindi | Medium | Medium | Medium |

Personal Details :

Father's Name : Md. Khosru Miah
Mother's Name : Jaynab Aktar
Date of Birth : December 11, 1986
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Kaiadi, Bhaluka, Bhaluka, Mymensingh 2240
Current Location : Dhaka

Reference (s):

| | Reference: 01 | Reference: 02 |
|--------------|----------------------------------|-----------------------------------|
| Name | : Md. Belayet Hossain | Amirus Salat |
| Organization | : ACI Limited | University of Dhaka |
| Designation | : Manager, Finance & Planning | Associate Professor |
| Address | : ACI Centre, Tejgaon I/A, Dhaka | Dept. of AIS, University of Dhaka |
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| Relation | : Professional | Academic |