

Cover Letter of Ragib Roy

Dear Sir,

Greetings!

I hope this message finds you well. I'm reaching out to express my strong interest in the opportunity for the above-mentioned role within your esteemed organization.

With over 16 years of extensive experience in the Energy, Financial and Education sectors, I bring forth a rich set of skills and knowledge. Competencies encompass a wide spectrum including financial data analysis, budget and cashflow forecasting, administration, strategic business plan, management accounts, UK VAT and TAX, bookkeeping, bank reconciliations, SAP, XERO, QUICKBOOK, TALLY, MS Office Suite, Payroll, Stakeholder Management, variance analysis, working capital financing, ECA Financing, Import and LC Operations, internal audit, treasury management, EPC payment/regular payment, management reporting, equity financing, Anti Money Laundering, Securities Law, Financial Statement Analysis, regulatory and financial compliance, Tender and Procurement, development of various financial policies and guidelines like DoP (Delegation of Power), Procurement manual and Audit Manual, SOP, company listing processes, corporate governance etc.

Notably, I was instrumental in the establishment of the SME Platform under the Stock Exchange (DSE) and made substantial contributions towards formulating key financial policies and guidelines. In addition to the BBA and MBA in Finance, I'm a full member of AAT (MAAT) and strategic level student of CIMA in which only one subject is left.

I currently hold an open full-time work permit in the UK and work as an Office Manager at Neuron Educare, Bolton, Manchester. I am more than willing to provide any additional information you may require.

I look forward to the possibility of exploring this exciting opportunity further with you.
Thank you for considering my application.

With regards,

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PROFESSIONAL SUMMARY

With more than 16 years of experience in the Energy, Financial, and Education sectors, I am skilled in financial data analysis, budgeting, cash flow forecasting, administration, and strategic business planning. My expertise encompasses UK VAT and TAX, bookkeeping, bank reconciliations, SAP, XERO, QUICKBOOK, TALLY, MS Office, payroll, stakeholder management, variance analysis, working capital and ECA financing, import and LC operations, internal audit, treasury management, EPC payments, management reporting, equity financing, anti-money laundering, securities law, financial statement analysis, regulatory compliance, tender and procurement, and the development of financial policies and guidelines.

KEY SKILLS

- Reconciliations
- Various reporting
- Internal Audit
- Interpersonal skill (written and oral)
- IT Skills like Accounting Software (XERO, QUICKBOOKS, SAP, TALLY), MS Office Suite, Outlook
- Attention to detail
- Stakeholder engagement
- Ability to meet tight deadlines
- Supervisory skills & leadership
- Strong Analytical Skills
- Industry-specific knowledge
- Strategic Planning, Due Diligence,

WORK EXPERIENC ES

04/2024- Office Manager- Neuron Educare, Bolton, Manchester Office

Present

- Collaboration among university, govt. finance and students,
- Arrangement of fund (tuition & maintenance) for each student,
- Assisting the team with a range of administrative activities,
- Monitoring development activities to meet the target,
- Dealing with the monthly payroll, petty cash and others.
- Ensuring the completion and uploading of all necessary paperwork.
- Dealing with recruitment, HR records, attendance and other admin roles.
- Get in contact with the local council, local communities, institutions, and other related stakeholders.
- Overall responsibility of the Branch.

10/2019 – 03/2024 Manager (Finance & Accounts) & Functional Head, Bangladesh-India Friendship Power Company (P) Ltd. – Dhaka, Bangladesh (a G2G JV of NTPC India & BPDB Bangladesh)

- Managed ECA financing of USD 1600 million and working capital financing of USD 300 million
- Prepared budgets and regular reports on budget variance, cash flow forecasting, and planning, ensuring strict adherence to report submission deadlines
- Ensured activities and reporting complied with financial procedures and policies, and regularly reviewed accounts
- Conducted regular review meetings with HoDs/Management on various ongoing issues
- Produced accurate and timely financial reports for management
- Performed financial analysis to support strategic decision-making
- Oversaw payments for EPC Plant (USD 1500 million), EPC-Township (USD 30 million), and Consultancy (USD 20 million) as per contracts
- Supervised all import operations of coal and limestone, including chemicals, machinery, and spares, valued at approximately USD 1600 million
- Participated in over 100 procurements domestically and internationally
- Collaborated with cross-functional teams to streamline processes and improve efficiency

04/2008 - 10/2019 Deputy Manager, Dhaka Stock Exchange Ltd. – Dhaka, Bangladesh

- Worked as Internal Auditor for four years,
- Analysis and review of externally funded project of SME (funded by UKAid for providing Business Development Services (BDS) to SMEs in accordance with external sponsor guidelines.
- Prepare financial expenditure statements on externally funded projects as required;
- Played a significant role in the establishment of the Small and Medium Enterprise (SME) Board within the Stock Exchange Platform.
- Served as the Project Finance Manager for a project funded by UKAID, aimed at developing the SME Platform for the Stock Exchange.
- To examine, identify and assess potential or impending areas of risk and contribute to recommendations to minimize risk.
- Skilled in market research, portfolio management, due diligence, client interaction, compliance, analyzing securities trade patterns, identifying insider trading and manipulation, Securities Law, upholding Corporate Governance, and conducting Financial Analysis.
- Well-versed in both Debt and Equity Financing.
- Involved in Stakeholder management and contributing to business development efforts.
- Performed the role of Head of Branch.

EDUCATION

- 05/2024** - MAAT (Member of Association of Accounting Technicians, UK)
- 01/2014-
PRESENT** - CIMA: Chartered Institute of Management Accountants-UK (Strategic Level one subject is left)
- 01/2003 -
01/2004** - MBA: Finance (University of Chittagong, Bangladesh)
- 01/1999
01/2003** - BBA: Finance & Banking (University of Chittagong, Bangladesh)

- CERTIFICAT
ONS**
- Bookkeeping, Payroll and VAT
 - CIMA Advanced Diploma in Management Accounting;
 - Business Communication Skills;
 - Certificate of Participation in Export-Import Documentation and LC Management;
 - Training on Internal Audit, Risk Management & Control;
 - Income Tax, VAT & Customs;

- HONORS &
ACHIEVEM
ENTS**
- ✓ 'Meritorious Award' by Bangladesh-India Friendship Power Company Ltd.
 - ✓ 'Letter of Thanks' by Dhaka Stock Exchange Ltd.

- LANGUAG
ES**
- English – Advanced, Hindi – Beginner, Bengali – Native

- Extra-
Curricular**
- Volunteer at Dunn School Green Group, Manchester

- REFERENCE** - Available upon request