

ANOWAR HOSSEN KHAN ACMA

**Address: Flat # E2, Lake Garden, 617 Foy's Lake Approach Road,
Khulshi, Chattogram.**

Cell Phone # 01914587452, 01966621087

Email :anralfarabi20011987@yahoo.com,



Cover Letter & Expression of Interest

As-Salamu-Alaikum!

Let's kindly pave the way for business development. As an accounts & finance Professional, Qualified CMA, and a business graduate from the University of Chittagong, in continuation and going ahead with 7yrs+ experience, I hereby confidently expressing my interest to take care of ROI in your business. You may kindly trust our strategic cost management approach with a suitable positioning in your business to outperform your competitors and to create the edge for Economic Value Addition (EVA) with the ultimate goal of your wealth maximization. As a professional accountant, I do value the corporate citizenship in your renowned Organization for creating distinguished value for you!

I would like to offer myself to be a part of Senior Management in your branded Organization to discharge the assigned responsibilities with best efforts, professional knowledge & experience and also with due-diligence !

Forwarding herewith my Curriculum Vitae (CV) and Job description in existing position for your kind consideration, please.

Thanking you &

Best regards,

Anowar Hossen Khan ACMA

Qualified CMA, BBA & MBA (AIS)-CU.

Attachments :

1. Job description of existing position;
2. Curriculum Vitae;
3. Recent Photograph;



Anowar Hossen Khan

ACMA

(Cost and Management Accountant)

BBA & MBA (AIS) CU

Manager (Accounts & Finance)

Ispahani Summit Alliance Terminals Limited (ISATL)



01914587452; 01966621087



accounts@isatlbd.com

|| Career Summary ||

Accounts and Finance Professional, Qualified CMA, BBA & MBA (AIS)-CU with 6Y+ Job experience, Skilled at Financial Statements, IFRS & BFRS, Capital Budgeting, Variance Analysis, Profitability Analysis, Project Management, Cost and Management Accountancy, Cost Analysis and Control, Cash Flow Analysis, Portfolio Management, Financial Modeling, Business Valuation, Investment Management, SMA, MIS, AIS, TPS and R2R setup in Accounts and Finance.

|| Job Description at ISATL ||

➤ Financial Reporting and Budgeting :

- » Preparing annual budgets on Revenues, Opex, and Capex requirements for projecting sound business growth;
- » Assist in preparing monthly, quarterly and annual financial reports;
- » Cost and profitability analysis for input into the financial statements;
- » Analyzing financial data and creating reports for management;
- » Assess financial performance of ISATL with regard to operational goals, budgets and forecasts;
- » Prepare different ad-hoc basis analytical reports for MIS;

➤ R2R Activities, Revenue & Receivable Management:

- » Checking and verifying Operational and Financial data, Voucher records, Ledger postings and upkeeping the same;
- » Reconciling the Operational and Financial data and ensuring the accuracy of them;
- » Checking and maintaining the accuracy of Recording to Reporting (R2R) for ensuring the quality of financial info;
- » Generating revenues, checking, verifying, and presenting the revenue information in financial reporting;
- » Performing analysis on various drivers of revenues and expenses, ensure quality data for financial reporting ;
- » Forwarding invoices and working with clients for early settlement of the invoices ;
- » Ensuring the completeness of Revenue Cycle, enhancing the reliability and quality of Revenue and AR Figures ;
- » Effectively cooperate with clients for collecting receivable by ensuring Client Management Principles (CMP) ;
- » Follow up receivable collection and AR balances and effectively managing overdue accounts receivable ;

➤ Internal Check and Cash Management :

- » Perform internal checks of revenue transactions, payment for procurement and expenses;
- » Identify control gaps and ways for improvement ;
- » Check and verify cash collections and disbursements;
- » Maintain Cash & Bank Books, General Ledgers, Party Ledger and other relevant records and Cash statements ;
- » Check Cash credit recording and adjustment, controlling cash flows and float management on Accounts Receivable
- » Reporting Accounts Receivable Management with weekly update ;

➤ Team -lead Management :

- » Cooperate with subordinates and exercise best effort to create an environment of trust, efficiency and productivity ;
- » Work with operational team, cooperate with the ICD, CFS, Sales team for ensuring operational flexibility with sound records;

Anowar Hossen khan

ACMA

Cost and Management Accountant (CMA) - ICMAB, MBA & BBA - CU



Contact Me.....@



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anralfarabi20011987@yahoo.com



EXECUTIVE SUMMARY

Hi, I am a professional Accountant -specialized in Cost and Management Accountancy, ERP, SAP, QuickBooks, Xero, Wave, Digital Marketing, and Graphics Design. I am on 7 years ahead in my professional experience. Approaching herewith to be your Accountant/Business Development Manager with the responsibility of creating Economic Value, Competitive advantage, Sustainable growth and Continuous Progress in your Business !

EDUCATION & TRAINING

- Cost and Management Accountant - CMA
- MBA, BBA (AIS) from the University of Chittagong
- Diploma in Tec entrepreneurship -
 - i) Accounts Management in Cloud System
 - ii) Digital Marketing
 - iii) Graphics Design
- Certified Proadvisor from Quickbooks
- HSC in Business Studies, Dhaka Board
- SSC(Dakhil) Madraah Board

My Expertise and Field of Value Addition

I am expert in Cost and Management Accountancy, Strategic Business Management, Cost Analysis, Cost Control, Costing and Strategic Pricing, Budgeting and Financial Modeling, Financial Management, Financial Reporting, Competitors Accounting, Value Chain Costing, Supply Chain Management, Total Quality Management (TQM), Economic Value Creation, Green Accounting, Tripple Bottom Line Management for achieving SDGs, Cloud Accounting, Business setup with internet of things (IoT) and Blockchain Technology, Digital marketing, Customer Profitability Management, Capital budgeting, Investment Analysis, Profitability Analysis, VAT and Tax Management, Designing Internal Control System, Transaction Processing system (TPS), Chart of Accounts (COA), Record to Reporting System (R2R), Management Information System (MIS), Setting Strategies, Objectives and KPIs for achieving continuous growth and progress.

Personal & Professional Values

Integrity, Objectivity, Competency, Fidelity, Self-disciplined, Creativity, Innovation, Dedication, Benevolence, Curiosity, Optimism, Responsibility, Accountability, Punctuality, Honesty, Respect for others.

Career Advancement



2022 - Present : Manager (Accounts & Finance) Ispahani Summit Alliance Terminals Ltd.(ISATL)

- Preparing monthly, quarterly and annual Financial Statements;
- Preparing Revenue and Capital Budgets and quarterly benchmarking with actual achievement, Paving the ways for growth;
- Customer Profitability analysis, Managing and Controlling Revenue drivers, Costing and pricing for OFF-Dock operations;

2021 - 2022 : Dy. Manager (Accounts & Finance) Ispahani Summit Alliance Terminals Ltd.(ISATL)

- Managing Accounts Receivable and Customer Relationship with Customer Accounting;
- Managing Chart of Accounts, Control Ledgers and monthly review of bookkeeping activities;
- Checking operational activities and data accuracy with OFF-Dock Management Software System;

2018 - 2021 : Asst. Manager (Accounts & Finance) Summit Alliance Port Ltd. (SAPL) - ISATL

- Managing Chart of Accounts, Control Ledgers and monthly review of bookkeeping activities;
- Checking operational activities and data accuracy with OFF-Dock Management Software System;
- Generating Invoices, Revenue booking in Accounting System, Receivable collection and ledger posting, Checking Export shipments and Import deliveries for revenue accuracy .

2016 - 2018 : Executive (Accounts & Finance) Summit Alliance Port Ltd. (SAPL)

- Checking operational activities and data accuracy with OFF-Dock Management Software System;
- Generating Invoices, Revenue booking in Accounting System, Receivable collection and ledger posting, Checking Export shipments and Import deliveries for revenue accuracy .

SKILL

Counting



Data Analysis



Details and Thorough



Systematic Thinking

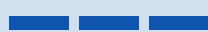


Business Understanding

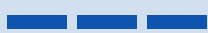


Communication Skill

English



Bengali



Arabic



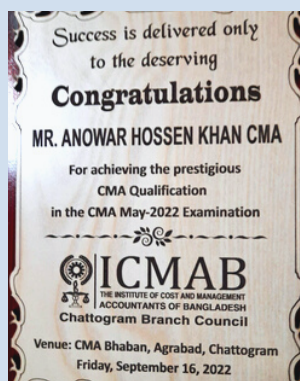
Present Address :

Greenleaf Hilltop, Flat # A-4,
617, Foy's Lake Road, Khulshi,
Chittagong-4202

Permanent Address :

Village : Nizbanail, P/O :
Nizbanail, P/S : Nandail, Distr:
Mymensingh.

 anowar-hossen-khan-b7482bb2
 <https://www.facebook.com/ANOWAR87>
 01914587452, 01966621087



THANK YOU!



2013-2022 : Professional Knowledge Enrichment and Certification

Professional Training from ICMAB through CPD & SDP programs, Continued Study and research with updated syllabus of CIMA, ACCA, ICAI, ICMAB, CFA, AICPA, ICAB and ICMAB. Awarded the qualification and Certified as CMA.

2010-2012 : Graduated from the University of Chittagong

Completed MBA in Accounting and Information Systems with CGPA 3.23 out of 4 and taken Internship in Banking System in Bangladesh.

2006-2010 : Bachelor's Degree from the University of Chittagong

Completed BBA in Accounting and Information Systems with CGPA 3.06 out of 4. Industrial Report being submitted on Green and Environmental Accounting Practices in Bangladesh.

2002-2004 : HSC in Business Studies from Dhaka Board

Completed HSC in Business Studies with CGPA 4.20 out of 5.

2002-2002 : SSC(Dakhil) - CGPA 4 out of 5

Personal Details

1. Father's Name : Muhammad Innas Ali Khan;
2. Mother's Name : Ms. Razia Khatun;
3. Blood Type : A+
4. Date of Birth : DOB 20 Jan 1987
5. NID No : 5989126353
6. Passport No : EF0275996
7. Religion : Islam
8. Personality : Pleasant, Practicing Muslim, Respectful
9. Hobby : Travelling, Reading books, Gardening