



# BUSSINESS PROFILE

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**MNA Associates is a government approved manpower outsourcing vendor and Corporate Compliance Consulting Firm. Licensed from Institute of Chartered Secretaries of Bangladesh and registered with Registrar of Joint Stock Companies & Firms (RJSC). Offering quality services to businesses for sustainability and steady growth.**

- **Payroll management of outsourcing manpower;**
- **Corporate governance compliance certification & Independent Scrutinizer;**
- **External Assessment of independent oversight function;**
- **Corporate compliance management;**
- **Due diligence reporting for M&A and evaluation of credit facility;**
- **Management consulting, VAT and Tax Consulting;**
- **Book keeping, internal audit, IC & risk management;**



# BUSSINESS PROFILE

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**Banker: Shahjalal Islami Bank, SJIB Tower Branch, Gulshan,**  
**Account Name: MNA Associates**  
**Account number: 405711100000362**  
**Routing number: 190260871**  
**Firm Registration No. P-49217/2022**  
**TIN: 287601107192**  
**BIN: 001933662-0208**  
**Manpower outsourcing License No. 799/2021-2-22 (Category-A)**  
**Trade License: TRAD/DSCC/001819/2020**  
**Auditor: Mahfel Huq & Co, Chartered Accountants**

# WHO WE ARE?

MNA is a strategic corporate consulting and outsourcing firm based in Dhaka. Its major focus is to provide specialist assistance to Corporate and Government clients.

It was formed with a mission to continually add value by helping clients succeed. The firm was founded with a vision to build an institution which would foster an environment for leadership, continuous growth, learning, and collaborations.



# WHAT WE DO?



- 1. Outsourcing of skilled/unskilled manpower;**
- 2. Due Diligence M&A, Business Partners Screening;**
- 3. Physical Verification of Fixed Assets;**
- 4. Value Added Tax (VAT) & Income Tax Consulting;**
- 5. Secretarial Service; Secretarial Audit;**
- 6. CG Compliance Audit & Independent Scrutinizer;**
- 7. External Assessment of Independent Oversight;**
- 8. Internal Control and Risk Management;**
- 9. Ethics & Compliance Management;**
- 10. Payroll management & Book keeping, Internal Auditing;**

# WHAT WE DO? (Details)

We understand the challenges and opportunities presented in the current economic climate. Not only do we understand the elements that drive the change, but also by adapting our business offerings, we are able to implement practical and proven solutions for our clients. We take pride in our ability to deliver a wide spectrum of integrated, “one/shop” professional services. We offer a range of mainstream and specialist professional services from payroll management of outsourced employees, compliance procedures to ad/hoc projects and assignments.

## **Payroll Management of outsourced employees:**

Payroll management outsourcing in a business means engaging an external/third party to handle all payroll related activities. The engaged business partner efficiently manage/process the payroll based on the data received from the principal (the client company) every month and process payment to the employees’ designated bank/MFS accounts. The company management can spend more time to concentrate on business development. The company management effectively transfer potential risk of non-compliance through outsourcing payroll management to efficient and compliant third-party. The company may also assign certain employees’ skill development tasks to the third-party.

Regardless of a client’s industry – or whether an HR department already exists –MNA Associates has skilled set-up to meet each company’s needs, working in partnership with you to improve the right solution to minimize the risk and increase efficiency. We take a uniquely hands-on approach, drawing on specialists where appropriate, and our partners/employee are deeply involved in the work we do.



# WHAT WE DO? (Details)

## Internal Audit Management:

Internal auditing is an objective assurance and consulting activity designed to add value and improve an organization's operations. It can help an organization accomplish its strategic objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes. MNA Internal Audit Management services help boards and senior executives better manage enterprise risks. MNA professionals help organizations enhance the effectiveness, quality, and value received from internal audit. MNA's broad understanding of risks and areas of operational improvement — particularly the nuances of specific industry sectors and markets can help internal audit functions improve their performance and operating efficiency and bring value to their organizations.



For large and small businesses alike, we design and deliver appropriate internal audit functions – from conducting a thorough assessment of risk across the organization, to design strategic internal audit programs, to report findings to management, the board, and other stakeholders. We not only identify issues, but we work with management to implement tailored solutions and put the appropriate controls in place.

Regardless of a client's industry – or whether an internal audit department already exists – MNA creates a framework individually suited to meet each company's needs, working in partnership with you to create the right internal audit solution. We take a uniquely hands-on approach, drawing on specialists where appropriate, and our partners are deeply involved in the work we do.

# WHAT WE DO? (Details)

Internal Audit Outsourcing: MNA outsourcing engagements are recurring in nature and comprise the performance of all internal audit activities including the annual planning, execution of the annual plan, and reporting to management and the audit committee. Under an outsourcing arrangement, the client may or may not have a chief audit officer in place within their organization.

Internal Audit Co-Sourcing: Co-sourcing engagements are recurring in nature and comprise the performance of some percentage of the total annual internal audit hours for an organization.

➤ Internal Audit Partnering: Subject Matter Expertise sourcing represents specific individual engagements where the client requires MNA's specialist skills and expertise to deliver internal audit services. Typically, MNA professionals either conduct the entire project on behalf of the client or combine specialist resources with the client team to complete the internal audit engagement.

➤ Quality Assurance Review: The Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing requires companies to conduct an independent quality assessment of their internal audit function at least once every five years. To conduct independent quality assessment MNA is ready to provide qualified professionals.

➤ Internal Audit Transformation: Internal audit transformation engagements represent assignments to assist the internal audit function evolve and transform to become more effective and deliver increased value. Areas of focus may include, but are not limited to, methodology, team matters, use of technology, and internal audit reporting. The client of these services may be the chief audit executive, management, or the audit committee of the board of directors.



# WHAT WE DO? (Details)

## Internal Control and Risk Management:

All companies have a need for a good system of processes and internal controls, especially for financial reporting and information technology controls. Evaluating the system of internal controls requires time, knowledge, and experience. Our Internal Audit & Management Consulting Team has the needed expertise and experience in process and internal controls auditing to help meet your organization's needs to provide Internal Audit, Internal Control and Risk Management services; perform effectiveness testing through periodical review, monitoring and transactional testing and build or up skill the capacity.

## Ethics & Compliance:

To assist building an effective ethics & compliance framework in the organization, Monitoring and testing of Ethics and Compliance functions and suggest remedial actions to protect the organizational reputation and investors' interest.

- **Company secretariat service**  
Issue Corporate Governance Compliance certificate prior review of the Governance practice in organization. Assist Company secretarial department in compliance of Corp Governance Code. Provide -independent scrutinizer services for listed companies.





# WHAT WE DO? (Details)

## Due diligence:

**Financial due diligence:** Evaluates the target company's financial performance, including analysis of financial statements, accounting policies, revenue projections, and debt structure.

**Operational due diligence:** Assesses the target company's operations, including supply chain management, production processes, and organizational structure, to identify inefficiencies and areas for improvement.

**Commercial due diligence:** Examines the target company's market positioning, competitive landscape, and growth potential to determine its future prospects.

- **Environmental, social, and governance (ESG) due diligence:** Analyzes the target company's adherence to ESG standards, including environmental impact, social responsibility, and corporate governance practices.
- **Cybersecurity due diligence:** Identifies vulnerabilities and risks in the target company's IT infrastructure and data security practices.



# WHAT WE DO? (Details)

- **Physical Verification of Fixed Assets:**

Most of the large companies get the physical verification of its assets done by third parties;

- **Providing assurance on the physical existence of assets, assessing valuation and rectification for any accounting discrepancy.**

- **Vendors Screening:**

- **Vendor/Supplier/Business Partners Screening Report and Investigative services in connection to engage a business partner/vendor or sale or buy an entity or part of entity. Assist entrepreneur/investors decide to buy/sale an entity or unit or operations.**

- **Value Added Tax (VAT) & Income Tax Consulting:**

**Provide service as authorized VAT consultant.**



# OUR CLIENTS




# NOTABLE EXPERIENCE

MNA ASSOCIATES exclusively worked as sub-consultant with S. F Ahmed & Co. Chartered Accountants in an assignment titled “Strengthening Internal Audit at Local Government Engineering Department (LGED)” under RFP No. SD 30A and Program for Supporting Rural Bridges (SupRB). LGED is one of the largest public sector organizations in Bangladesh delegated for planning and implementation of rural infrastructure development projects and programs. LGED has consistently been successful in implementing a big chunk of the development budget of the country.



# NOTABLE EXPERIENCE

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MNA prepared 'Manual for Virtual Audit' with Internal Control Questionnaire (ICQ) for Janata Bank Limited. Janata Bank Audit & Inspection Department – Corporate (AID) based on its experience during COVID-19 period, approached MNA to develop remote audit techniques to offer an alternative means to physical visits and demonstration of evidence.


Manual developed by MNA provides Janata Bank internal auditors an alternative pathway to facilitate the same level of assessments and offers an opportunity to witness and assess more locations and increase capability with a similar number of resources used for on-site assessments, thereby possibly improving the reliability and effectiveness of the assurance process.



Janata Bank Limited

your committed partner in progress

# NOTABLE EXPERIENCE




MNA provided 'QAIP' service to icddr,b. icddr,b is one of the world's leading global health research institutes, based in Dhaka, Bangladesh, are committed to solving public health problems facing low- and middle-income countries through innovative scientific research – including laboratory-based, clinical, epidemiological, and health systems research.

MNA assessed icddr,b's internal audit activities, annual work planning, including use of resources; various types of audit pertaining to divisions, departments, units, functions, and projects; audit follow-up system; advisory services; coordination with external auditors; relationship with senior management, Finance and Audit Committee (FAC), and the Board of Trustee (BoT).



# ONGOING ENGAGEMENTS




MNA Associates has established an impressive track record by consistently delivering exemplary secretarial retainer services to NHFIL. This enduring partnership reflects MNA Associates' unwavering commitment to excellence and reliability. Over the course of their collaboration, MNA Associates has proven to be a trusted and proficient provider of secretarial retainer services, contributing to NHFIL's streamlined corporate governance and compliance efforts. NHFIL's choice to rely on MNA Associates underscores the firm's proficiency in managing administrative complexities and ensuring seamless corporate secretarial support, setting a remarkable standard for professional service delivery.



# ONGOING ENGAGEMENTS

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MNA Associates has demonstrated commendable expertise and integrity in their role as the Independent Scrutinizer for Meghna and Aftab. Their meticulous approach and commitment to impartiality have been instrumental in ensuring transparent and fair processes. With an unwavering dedication to upholding the highest standards, MNA Associates has effectively overseen and facilitated crucial voting exercises, enhancing the credibility and reliability of the entire process. Their contribution as Independent Scrutinizer reflects their deep understanding of corporate governance and their ability to execute their responsibilities with precision and professionalism, further solidifying their reputation as a trusted partner in ensuring equitable and transparent proceedings.



Aftab Automobiles Limited



# ONGOING ENGAGEMENTS

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MNA Associates stands as a paragon of expertise and dedication in their impending role as the Compliance Auditor for BSCC, BBSC, Navana Pharma, Aftab Autos, Navana CNG in the forthcoming year. Their unwavering commitment to meticulous regulatory scrutiny and unwavering attention to detail underscores their profound comprehension of the intricate corporate landscape. MNA Associates' consistent track record of navigating complex compliance frameworks while adhering to the highest industry benchmarks attests to their stature as a premier industry player. By enlisting their services, BSCC, BBSC, Navana Pharma, Aftab Autos, Navana CNG can confidently anticipate an exhaustive and systematic compliance audit, poised to fortify the organization's governance fabric and reaffirm its unwavering dedication to ethical corporate conduct. The prospect of MNA Associates assuming the mantle of Compliance Auditor further reinforces their reputation as an eminent and astute partner, poised to rigorously uphold BSCC, BBSC, Navana Pharma, Aftab Autos, Navana CNG's regulatory alignment and amplify its status as a conscientious corporate entity.



# OUR RESOURCE PANEL



*M Nurul Alam, FCS, CCEP-I, CGIA*

*Founder & Chief Executive Officer*

*Mobile No: +8801880887760*

*Email: [info@mnaassociates.org/mnalam1960@outlook.com](mailto:info@mnaassociates.org/mnalam1960@outlook.com)*

*Overall 42 years experiences in corporate arena including:*

- Lead consultant & CEO at MNA Associates providing corporate consulting and outsourcing services to listed companies, CSE, Bangladesh India Friendship Power Company Ltd, icddr'b, LGED, EGCB etc.*
- Chief Corporate Governance & External Affairs Officer at **Nagad Ltd** till March 2023.*
- Director & CEO at Prime Islami Securities Ltd till March 2022*
- Deputy Managing Director at Prime Islami Life Insurance Ltd till Aug 2021;*
- Chief Ethics and Compliance Officer at VEON Ltd's Bangladesh subsidiary Banglalink as a member in the Management Board from 1 July 2013 to 31 July 2019.*
- Company Secretary/Head of Internal Audit/Investors Relations/ Risk Management at Orascom Telecom Holding's subsidiary Banglalink (from 11 Nov 2007 to 30 June 2013).*
- Internal Auditor/Head of Company Secretariat at GlaxoSmithKline Bangladesh from 6 April 1981 to 8 Nov 2007.*

*Voluntary engagements*

*Senior Vice President, Council Member & Chairman, Corporate Governance Committee at Institute of Chartered Secretaries of Bangladesh (ICSB).*

*Vice President at The Institute of Internal Auditors Bangladesh (IIAB)*

*Guest Speaker in Financial Management Academy of Bangladesh (FIMA)/Office of the Comptroller & Auditor General of Bangladesh;*

*Guest Speaker in the IIA International Conference;*

*Speaker at ICSB & IIAB offered professional Training, CPD/CPE Seminars.*



# OUR RESOURCE PANEL



**Mohammed Tabarok Hossain**, FCCA, CIA, CRMA

Senior Consultant

Mobile No: +8801818437109

Email: h.m.tabarok@gmail.com

Mohammad Tabarok Hossain holds globally recognized professional degrees like FCCA, CIA, CRMA. He acted as Group Chief Audit Executive from Feb'18 to Sep'19 and effectively conducted Audit Committee meetings with appreciation from Board for the de-facto role. DBL consist three Audit Committee for (i) Spinning, a listed company, (ii) Sewing Thread, a DEG, FMO & IFC financed company and (iii) Ceramic Tiles, Pharmaceuticals, Dredging, Textiles, Accessories, Packaging, Readymade Garments companies including foreign operation in Ethiopia.

Transformed IA function from Problem centric to Solution oriented business parenting role. Implemented IPPF and Follow-up procedure in Internal Audit Department of DBL Group.

Successfully performed 15+ audit engagements in **Grameenphone Limited** as an outsourced Internal Auditor from Dec'2013 to Dec'15. Hands on skill on Team Mate (Audit Management Software System)

Accomplished 'Data Mapping & Process Validation' assignment to assure TK Group for Oracle EBS 9 Go-Live.

Provided Tax and VAT related services to various clients e.g. Aramex Dhaka, Continental Insurance.

Delivered audit & assurance services to businesses consisting IT, Financial Institute, Airlines, FMCG, Power, Cement, RMG, Local Group of Companies.



# OUR RESOURCE PANEL



**MD. SHAHRIAR RANA, FCCA, CIA, CRMA**

*Senior Consultant*

*Mobile No: 01940172106*

*Email: mdsrana@gmail.com*

Md. Shahriar Rana holds professional degrees FCCA, CIA and CRMA recognized globally. He has more than 12 years of experience in planning and executing risk-based audit (in financial institution— Bank/Non-bank, retail, NGO, manufacturing etc. ;

- Skilled in control, risk and process assessment and data analysis;
- Skilled in IIA and ISA standards and have sound knowledge in IFRS and COSO;
- Good at using Microsoft products and data analytical tools
- Sound knowledge in ERP system and different OS platform
- Proficient in preparing and presenting reports, can maintain good rapport with stakeholders
- Good team builder and team player and can manage conflict; possess problem solving/analytical, negotiation and well-developed communication and interpersonal skills;
- Understand business partnering role of audit and possess problem solving, analytical, communication and interpersonal skills;
- Ability to prioritize, plan, manage and complete multiple engagements and projects within budget and deadline;



# OUR RESOURCE PANEL



***SHEIKH AZIZUL HAQUE, CGIA, ACS***

*Senior Consultant*

*Mobile No: 01755538002*

*Email: sheikhazizulhaque@gmail.com*

*He has successfully completed Chartered Accountancy Article Ship for a period of Three and Half Years from 1st August, 1999 to 31st January, 2003 of the Institute of Chartered Accountants of Bangladesh (ICAB) under attachment with one of the country's renowned Chartered Accountancy firm "ZOHA ZAMAN KABIR RASHID & CO", Chartered Accountants. At his Article Ship period he has audited Sonali Bank Ltd., The City Bank Ltd., Agrani Bank Ltd., Phoenix Insurance, Phoenix Leasing, Phoenix Textile Mills Ltd & others Manufacturing Institutions.*

*Aziz is a Associate Chartered Secretary and member of Institute of Chartered Secretaries of Bangladesh. He is an authorized VAT Agent licensed from NBR.*



# OUR RESOURCE PANEL



## ***A.B.M. Kalim Ullah***

*Consultant  
MNA Associates*

A.B.M. Kalim Ullah, a seasoned Project Manager & Sr. Business Consultant with a passion for driving excellence in dynamic and competitive environments. With a strong foundation in project management and certifications such as PMP, DASSM, DASM, ACS, CGIA, and CLSSGB, he possesses in-depth knowledge of various domains, including project management, business process re-engineering, operational excellence, lean processes, corporate governance, and financial markets.

Throughout his 10+ years of experience, he has excelled in multiple roles, from business analyst to project manager, demonstrating his ability to think analytically and creatively. He has successfully managed diverse projects, from T24 implementations to business process re-engineering, making him well-versed in optimizing banking processes and implementing IT governance.

As a result-driven individual, he has a proven track record of delivering successful outcomes in any project. He is a team player and a leader, skilled in problem-solving, relationship management, and risk analysis. With proficiency in English and Bangla, he effectively communicates complex ideas and solutions.

His commitment to continuous professional development is reflected in his numerous certifications and participation in workshops, seminars, and training sessions. He has also authored publications in reputable journals, showcasing his expertise in his field. His skills, experience, and dedication make him a valuable asset.



# OUR RESOURCE PANEL



**Md. Ibrahim Hossain ACS**

*Consultant*

*MNA Associates*

*Mobile No: 01719453483*

*Email: pathanibrahim86@gmail.com*

**Skills included & strength:**

- Corporate governance, compliance audit and scrutinizing
- Matters with BSEC, DSE, CSE, RJSC and BIDA
- Company formation, modification, conversion, share transfer
- Issuance, transfer and transmission of shares
- Income tax and value added tax(VAT)
- Drafting various types of letters and legal documents
- Industrial relations and labour law
- Corporate and media communication
- Report writing and documentary producing
- Presentation and program anchoring

*Ibrahim is a Associate Chartered Secretary and member of Institute of Chartered Secretaries of Bangladesh. He has obtained his MBA major in Management from Rajshahi University in 2008.*



# OUR RESOURCE PANEL

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## ***M Iftekharul Alam***

*Senior Executive,  
MNA Associates*

*Mobile No: 01830609989*

*Email: alamiftekhar450@gmail.com*

*Iftekhar Alam has three years of experiences. He is working for more than two years as Senior Executive, Admin at MNA Associates.*

*Iftekhar studied BBS (Accounting) at Khilgaon Model College and University, Dhaka.*





# OUR RESOURCE PANEL

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## ***Nadia Nusrat Alam***

*Consultant*

*MNA Associates*

*Mobile No: 01930020800*

*Email: nadianusrat86@gmail.com*

*Nadia has three years experience as Consultant of Risk Management assurance service at TRP a global Risk Management Consulting Firm. She worked online (remote) engagement.*

*Nadia is responsible for Compensation & Benefits at HR, MNA Associate.*

*Nadia has obtained her BBA major in Human Resources Management degree from the SEGI University, Malaysia with Dean's list position in most of the semesters.*



# OUR RESOURCE PANEL

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## ***Khairul Islam***

*Key Account Executive at BIFPCL's Rampal Plant*

*MNA Associates*

*Mobile No: 01710127947*

*Khairul Islam has several years of work experience as junior officer in the NBF. He has experiences on submission of VAT and Tax Returns. He also has experiences on supporting banking and dispatch.*

*Khairul works at BIFPCL, Rampal, Bagerhat as representative of MNA Associates.*

*Khairul has obtained his Bachelor Degree BBA in 2022*





## **MNA Associates**

Address: Tropical Molla Tower L-3, Sha-15/1-4 Pragati Sarani,  
(Gulshan Linked Road Badda End), Middle Badda, Dhaka-1212.

Contact No: +8801880887760

Email: [info@mnaassociates.org](mailto:info@mnaassociates.org)

Web: <http://mnaassociates.org/>