MAINUL ISLAM KHAN

FINANCE OPERATIONS MANAGER | NGO FINANCE | REPORTING | BUDGETING | AUDIT & COMPLIANCE

Wairoa, New Zealand | 027 465 8756 | milon0072001@gmail.com

PROFESSIONAL PROFILE

Senior finance and operations professional with 16+ years of international experience across not-for-profit, development and private-sector organisations, including more than eight years in Finance Manager / Country Finance Manager-level roles. Strong background in month-end and management reporting, budgeting and forecasting, financial analysis, cashflow oversight, audit coordination, donor/funder compliance, internal controls, AP/AR, payroll oversight and finance-team leadership. Experienced across multi-country operations and confident partnering with senior leaders, auditors and non-finance stakeholders. Advanced Excel, Power BI and multi-system accounting capability, supported by current New Zealand training in Xero, payroll and taxation.

CORE CAPABILITIES

Financial reporting
Month-end/year-end support, management reports, financial statements, reconciliations and variance analysis.

Budgeting & forecasting
Annual budgets, forecasting, cashflow oversight, expenditure monitoring and decision support.

Audit & compliance
External audit coordination, internal controls, policy discipline, donor/funder and statutory documentation.

Finance leadership
Team supervision, quality oversight, coaching, workload prioritisation and process accountability.

Financial insight
Clear analysis and practical recommendations for senior managers and operational stakeholders.

Systems & improvement
Advanced Excel, Power BI, SAP, SunSystems, QuickBooks, PASTEL; process documentation and control improvement.

PROFESSIONAL EXPERIENCE

SELF EMPLOYMENT (E-COMMERCE) | Self Employed

New Zealand | Jan 2026 - Present

- Manage day-to-day online business administration, purchasing, customer communication, records and operational follow-through.

OPERATION & ACCOUNT MANAGER (CAMBODIA, LAOS & VIETNAM) | Oxfam Novib

Cambodia / Laos / Vietnam | Aug 2017 - Oct 2025

- Led finance and operational support across three countries, covering annual budgeting, forecasting, management reporting, payroll and benefits oversight, procurement, logistics, asset administration, audit readiness and compliance.
- Supervised 12+ finance, IT and operations staff, set priorities, reviewed outputs and strengthened quality, documentation, controls and service delivery.
- Partnered with senior leaders, country teams, auditors and advisers to resolve financial issues, meet reporting deadlines and maintain reliable information across multiple locations.
- Strengthened finance and administrative policies, purchasing processes, internal controls and reporting workflows to improve consistency and accountability.
- Supported programme and organisational requirements through disciplined budget monitoring, financial documentation and stakeholder reporting.

FINANCE, HR & ADMINISTRATION CONSULTANT | Muslim Aid, UK

Cambodia | Jan 2017 - Jul 2017

- Reviewed monthly financial statements and reports for internal and external stakeholders and advised teams on documentation, controls and process consistency.
- Updated finance, HR and procurement policies to strengthen compliance with local and head-office requirements.

COUNTRY FINANCE MANAGER | Habitat for Humanity International, USA

Cambodia | Jan 2015 - Dec 2016

- Owned country finance processes including annual budgeting, monthly management reporting, AP/AR review, general-ledger and payroll oversight, financial policies and operational planning support.
- Prepared monthly financial statements for management review and maintained strong controls, documentation and compliance discipline.
- Provided managerial support to Administration, Logistics, HR and ICT functions, coordinating people, systems and resources across the country office.

FINANCE MANAGER | Helen Keller International, USA

Cambodia | Nov 2009 - Dec 2014

- Prepared monthly financial reports for senior management and head office, developed annual budgets and monitored expenditure, cash requirements and financial performance.
- Maintained internal controls and coordinated with external auditors to meet legal, donor and organisational requirements.
- Supported Administration, Logistics, HR and ICT functions, contributing to dependable operations and cross-team coordination.

ADMINISTRATION & ACCOUNTS OFFICER | Synergy Partners Corporation Ltd

Malaysia | Apr 2008 - Jul 2009

- Maintained financial records, bank reconciliations, budgets, forecasts, accounts receivable, accounts payable and payroll records.
- Coordinated meetings and workshops and maintained office supplies, asset and inventory records and general administration.

ACCOUNTANT | Instance International Ltd

Bangladesh | May 2003 - Mar 2005

- Prepared and analysed accounting records and financial statements for accuracy, completeness and procedural compliance.
- Managed accounts receivable and accounts payable and supported reliable day-to-day transactional accounting.

EDUCATION & PROFESSIONAL DEVELOPMENT

Master of Business Administration (Finance) - University Tun Abdul Razak, Malaysia | 2007

Bachelor of Business Management (Finance) - Bangalore University, India | 2003

Accounts Administration and Payroll Pathway - The Career Academy, New Zealand | 2025-present - coursework includes Diploma in Accounting, Certified Accounting Technician programme, Xero, Advanced Xero, Xero Payroll, MYOB Business Payroll and New Zealand Taxation.

Financial Management for Non-Financial Managers - MDF Netherlands | 2013

Additional professional development - Leadership, fraud investigation, financial management, procurement, logistics, security and safety | 2009-2024

SYSTEMS & DATA TOOLS

Advanced Microsoft Excel | Power BI | SAP | SunSystems | QuickBooks | PASTEL | Data Analysis | Xero / Xero Payroll / MYOB Payroll training in progress

VALUE FOR ENGLISH LANGUAGE PARTNERS NZ

- Extensive not-for-profit and development-sector finance experience, including multi-location operations, donor accountability and audit readiness.
- Proven ability to balance strategic financial planning with practical delivery, accurate reporting and strong internal controls.
- Experienced people leader who can provide quality oversight, support team development and communicate finance clearly to non-financial stakeholders.
- Improvement-focused approach to systems, documentation and reporting processes, with strong attention to deadlines, accuracy and service.