

Md. Mahabubul Alam

Mailing Address:

Sahajadpur (30 Akor), Gulshan, Dhaka, 1212.

Email: mahabubul.arif.9@gmail.com

Contact No: +8801515219590

**Professional Summary:**

Dedicated export commercial specialist with a proven track record in managing all aspects of export operations, from documentation to logistics coordination. Skilled in navigating international trade regulations and customs compliance, ensuring smooth, timely shipments. Passionate about optimizing export processes to drive efficiency and business success in global markets.

Working Experience:

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| Executive Export Commercial Paragon Ceramic Industries Ltd From 2st July 2022 to Continue Address: House # 43/B, Road # 123, Gulshan-1, Dhaka 1212, Bangladesh | <ul style="list-style-type: none">➤ Finalized C&F and insurance bills, maintained LC records, and ensured timely shipments.➤ Managed export documentation (H&M, Libbey, Churchill), and submitted documents via Demco portal.➤ Coordinated with audit firms, customs, and addressed cash incentive queries..➤ Liaised with banks for certificates and followed up on PRC and BCMEA/BGMEA certifications➤ Tracked freight forwarders, managed documents, and calculated units for cash incentives.➤ To do software automation related work regularly.➤ Any other work assign by management. |
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Remarkable Achievements:

❖ **Successfully maintained up-to-date incentive files and ensured timely document uploads on the required portal, securing payment approval from the H&M buyer portal.**

Computer and Software Literacy:

- ❑ H&M Portal, Demco Portal, EPB Portal, BD Bank Portal
- ❑ Draft and Compose (MS Word), Analytical assignment and report, Spreadsheet analysis (MS Excel), Presentation (MS Power point).
- ❑ Diploma course and certificate on in Office management
- ❑ Sound Primary Knowledge on Internet operation and using different Software, ERP Solution.

❑ **Academic Qualification:**

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| Masters of Arts (MA)- 2021 | Islamic History and Culture CGPA: 2.75 (In the scale of 4.00) National University |
| Bachelor of Arts (BA)- 2019 | Islamic History and Culture CGPA: 2.89 (In the scale of 4.00) National University |
| Higher Secondary Certificate (HSC)- 2015 | Humanities Chittagong Cantonment Public School & College, Chittagong GPA- 3.50 (out of 5.00) Chittagong Board |
| Secondary School Certificate (SSC)- 2013 | Humanities Bayezid Line High School, Chittagong GPA- 3.75 (out of 5.00) Chittagong Board |

Key knowledge:

- ❑ Preparation of Monthly statements.
- ❑ Preparation of accounts receivable, accounts payable and bank reconciliation.
- ❑ Have a sound knowledge on preparation and recording of export and import LC.
- ❑ Good knowledge in production costing of manufacturing unit.
- ❑ Familiar with internal control requirements, record keeping, procurement.

Language Proficiency:

- ❑ **Bengali** : Mother tongue.
- ❑ **English** : Fluent both in speaking and writing.

Personal Information:

Father's Name : Md. Shah Alam
Mother's Name : Parvin Alam
Permanent Address : Village: Istugram, Post Office: Barashalghar,
Police Station: Debidwar, District : Cumilla.
Date of Birth : 08 July 1996
Nationality : Bangladeshi (By born)
NID Number : 5102351490
Religion : Islam
Blood Group : A (+)

References:

Md. Asadul Haque

Asistant General Manager

Paragon Ceramic Industries Ltd.

Address: House-43/B, Road-123,

Gulshan Avenue, Dhaka-1212

Cell: +880 1711282939

Md. Anwar Hossain, FCA

Director-Assurance Services

S.F Ahmed & Co. Banani,

Dhaka-1213.

Cell: +880 1552346379

Email: aca.anwar.sfaco@gmail.com

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, this resume correctly describes my qualifications, my experiences, and myself. If required and where applicable, this can be corroborated by appropriate authentic certificates/ papers.



(Md. Mahabubul Alam)

