

Rubaiyat Redwan Ahmed

House 33, Road 12/2, Niketon, Gulshan-1, Dhaka-1212.

Email: rubaiyat.redwan@gmail.com

Cell: +88 01977637637



CAREER SUMMERY

Have worked for around 6 years in diversified industries with experience of managing L/C, loan, sales, relevant accounts preparation, leading and coordinating team of different division of business enterprise.

AREA OF EXPERTISE

- Import/Export L/C Management
- Loan Management
- TDS & VDS deduction of Vendors
- Liaison and Relationship Management
- ERP Software (Oracle)
- Team Management
- Business Communication
- Leadership

WORKING EXPERIENCE

Navana Construction Ltd
(Construction Company)

Executive, Finance & Accounts
Duties and Responsibilities

April 2017 - Present

- Assist to arrange Long-term and short-term Loans from Financial Institutes.
- L/C Management
- Bank Guarantee Management
- Preparation of L/C, B/G & Liability Position and giving voucher entries in ERP
- Preparing Projected Financial Statements
- Prepare Corporate Finance Report

JTI-DTI JV

(Tobacco Manufacturing & Selling Company)

August 2016 – March 2017

Field Operation Officer**Duties and Responsibilities**

- Proper Distribution, Coverage, productivity, Visibility and merchandising.
- Depot and Distributor management and development.
- Own field-force management and development, performance management and monitoring for Field-force.
- Preparing Sales Analysis Report like Forecasted Sales and Sales Performance Report
- Implement trade and brand marketing program and innovation management.
- Ensure the proper and correct execution of sales, discount and trading terms determined by the company

Rashed Kanchan Corporation

(Public Relation Company)

June 2015 – August 2016

Assistant Manager, Accounts and Finance**Duties and Responsibilities**

- Creating Salary statement, Receivables and Payables Statement
- Creating Project Quotation & Budgeting

ACADEMIC QUALIFICATION**Taylor's University, Malaysia**

Masters in Finance

CGPA: 3.56

April 2014 – April 2015

American International University-Bangladesh

Bachelors of Business Administration

Major: Accounting & Finance

CGPA: 3.70

January 2009 – March 2013

Notre Dame College, Dhaka (Dhaka Board)

Higher Secondary Certificate (HSC)

Major: Business Studies

GPA: 4.30 on the scale of 5.00

July 2008

Birsreshtha Munshi Abdur Rouf Rifles School & College (Dhaka Board)

Secondary School Certificate (SSC)

Major: Business Studies

GPA: 4.75 on the scale of 5.00

July 2006

PROFESSTIONAL TRAINING AND SPECIALIZATION

Training Title	Topic	Institute	Year	Duration
Taylor's-Oxford Entrepreneurial Leadership Program	Entrepreneurial Leadership	Mansfield College, University Of Oxford	2015	1 week

PERSONAL INFORMATION

Full Name:	Rubaiyat Redwan Ahmed
Date of birth:	12 th April, 1990
Father's Name:	Dilip Ahmed
Mother's Name:	Shamim Ara Begum
Marital Status:	Married
Nationality:	Bangladeshi
Permanent Address:	As Above



Signature

Rubaiyat Redwan Ahmed