

CURRICULUM VITAE

Saiful Islam

Jeddah, Saudi Arabia

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Job Object:

Seeking a suitable position in the field of Freight forwarding/ Customs Clearance (Import Shipments)/Transportation /procurement or any other field where I can utilize my knowledge and skills to achieve the company's goal as well as self-growth.

Educational Qualification:

- ❖ B. Com (Hon's), Subject Accounting from National University of Bangladesh
- ❖ Higher Secondary Certificate, Board of Chattagram Bangladesh
- ❖ Secondary School Certificate, Board of Cumilla Bangladesh

Professional Experience:

Working at Namma Cargo Company Jeddah- Saudi Arabia since 01st September 2019 as import & freight forwarding executive/ Customs clearance Executive / Logistics Executive

Responsibilities:

- Quotation for clearance & freight – **I have handled some projects and shipment moved from origin based on the incoterms (Like: Marafiq, Rabigh Electricity, Jamjoom Pahrma, Airbus & Saudi Royal Air forces)**
- Freight rates check and collect from overseas forwarder
- Client handling (port to door basis)
- Shipment move from supplier- as per the client requirement (Port to Door)
- Shipment clearance by Saudi customs (Air & Sea)
- Transportation Handling (for local move)
- Assisted the procurement office in all aspects
- Gathered information and created a monthly report
- Developed and maintained relationships with key suppliers for smooth communication to meet required expectation
- Presented report to procurement officer
- Negotiated complex corporate procurement contracts by working closely with internal and external contract

Working at Alamoudi Exchange Company Jeddah- Saudi Arabia since 13th September 2004 to 30th August 2019 as Regional operation officer & Teller

Responsibilities:

- Verify customer information by checking their identification and other required documents
- Executes financial transactions in accordance with the company policies and procedures
- Making of payment order's (outward remittance) for correspondent's banks in India, Pakistan, Srilanka, Nepal, Bangladesh, Philippines.
- Receive (inward Remittance) & making payment for inward remittance transactions.
- Resolving the customer queries within the grace period
- Amend transactions as requested by customers and assist them in Refund.

- Communicating with all correspondent bank's
- Processing transactions and transfers to customer bank accounts (world wide)
- Follow all policies and guidelines carefully including internal security measures, legal aspects and regulations of the SAMA to ensure the safety and security of customers and company assets.

Accountant at Head Office with Hafiz Ahmed Trading Establishment Jeddah, KSA 1st September 2004 to 31st October 2004

Responsibilities:

- Manage financial affairs of the company
- Maintain accounting records
- Review of accounts payable and accounts receivable
- Daily sales report
- Prepared Monthly Staff and Workers payrolls
- Maintain a database of Cash Receipts, sales, purchase & Payments voucher
- Salesman Commission report (Salesman Wise)
- Daily Sales, Stock & Other Expenses Entry (TALLY DATA SYSTEMS)

Secretary & Assistance Accounts at Jeddah Head Office with Arabian Disc House (VideoMaster), Jeddah KSA from 1st June 2004 to 31st August 2004.

Responsibilities:

- Daily Sales, Stock & Other Expenses Entry
- Shipment Received & Send
- Daily Time Sheet Entry
- Telephone & Fax Operating
- Prepared Monthly Staff and Workers payrolls
- Prepared Daily & Weekly Sales Report
- Daily Salesman Call Sheet Entry

Executive, Accounts at Dhaka Office with Tabani Beverage Co, Bangladesh from January 2002 up to 25 April 2004.

Responsibilities:

- Monthly Income & Expenses Report
- Cheque Receipts & Payments voucher
- Handled Petty Cash and prepared petty cash disbursement voucher and bank payments voucher
- Daily & Weekly Cash & Bank position Statements
- Preparation Journal voucher and issued debit & credit note.
- Preparation of monthly financial report such as Income statements, Trial Balance, Trading Account, Profit / Loss Account and Balance Sheet as well as accounts receivable and payables statements
- Monthly Bank Reconciliation
- Monthly Sales report

Computer operator cum Assistant Accounts at Dhaka Office with Polar Ice Cream Co Ltd Bangladesh from January 2001 to October 2001.

Responsibilities:

- Data Entry Daily Sales (Salesman Wise)
- Prepared monthly company sales report
- Salesman Commission report (Salesman Wise)
- Cheeked and controlled cash receipts, cash payments as well as bank receipts and paymentvoucher
- Preparation of workers' wages & overtime sheet

Worked as Assistant Accounts cum Computer Operator at Dhaka Office with Sanowara Drinks & Beverage Ind. Ltd. Bangladesh from 1st May 1998 to July 2000.

Responsibilities:

- Data Entry for Daily sales
- Prepared monthly company sales report (Salesman Wise)
- Opening & Closing stock verification
- Prepared cash & cheque receipts & payments voucher
- Maintained of Cash Book / Bank Book
- Prepared Monthly Staff and Workers payrolls

Technical Skills:

- Accounting package: Tally ERP, Peach tree Accounting
- Operating systems : MS windows
- Office Tools : MS word, MS excel & ms outlook

Achievement:

- Attended Anti-money laundering training program organized by the Saudi Arabian Monitoring Agency 2007, 2009, 2011 & 2013
- Won employee of the year prizes 2007,2008 & 2013

Personal profile:

Name	: Saiful Islam
Father Name	: Abdul Shahid
Date of Birth	: 20th November 1979
Religion	: Islam
Nationality	: Bangladeshi
Marital Status	: Married
Iqama Status	: Transferable (Iqama No: 2206261592)
Languages Known	: Bengali, English, Urdu & Arabic

