

# 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 Chattogram Bangladesh
- ❖ Secondary School Certificate, Board of Cumilla Bangladesh

## **Professional Experience:**

**Working at Namma Cargo Company Jeddah- Saudi Arabia since 01<sup>st</sup> 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 13<sup>th</sup> September 2004 to 30<sup>th</sup>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 2004to 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 31<sup>st</sup> 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 25April 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)
- Checked and controlled cash receipts, cash payments as well as bank receipts and payment voucher
- 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

