

Md. Arman Bin Ershad. Nishat

H #85, R # 04

Mohamodia Housing Ltd

Mohammadpur, Dhaka.

Mobile: +8801771084147 and +8801670824237

E-mail: armannishat@gmail.com

Date: 29th September 2021

To,

Human Resources Department,

Bangladesh Honda Private Limited (BHL)

Monem Business District,

East Tower (10th floor),

111, Bir Uttam C. R. Dutta Road,

Karwanbazar, Dhaka-1205.

Subject: Application for the Post of Executive - Commercial.

Dear Sir,

In response to your job advertisement published in official website of Bangladesh Honda Private Limited (BHL); bdhonda.com/career/job on 23rd September 2021, I would like to introduce myself to you as I believe I have the skills, qualifications and experience necessary to make a significant contribution to your organization.

I am gladly informing you that, I have been working regarding this field since 8th September 2018 in BioTech Services as a Senior Executive of Logistics and Commercial Department.

BioTech Services runs its business in Bio-Medical Sector (Clinical Pathology) in Bangladesh. It involves in Import, marketing, sales and distribution of In-Vitro Diagnostic Analyzers and Reagents. BioTech Services is the exclusive distributor of Sysmex Corporation, Japan, Roche Diagnostic GmbH, Germany, Helena BioScience UK, RR Mechatronics Netherland and ARKRAY Global Business Inc. Japan.

In BioTech Services my Job responsibilities are managing commercial related activities like arrange import related documents like Purchase Order (PO), Proforma Invoice (PI), preparing documents for Opening LC, manage insurance, reconcile with bank for any amendment or correction of LC. Moreover I assist to prepare monthly requisition of reagents for purchasing and import. I have knowledge about Harmonized System (H.S Code), Proforma Invoice (PI), Airway Bill, Commercial Invoice, Packing List and Country of Origin (COO).

Besides I manage and prepare all necessary documents for our local customers who are willing to make their payments through LC (Local LC) and also make price offers of our different products for different customers.

On the other hand I do have experience to work with C&F agents. I have knowledge about bill of entry and customs duties for custom clearance. I do have experience on Local LC also. Except that I have enough knowledge on Microsoft office and Microsoft Excel. I have also experience to use ERP software to manage day to day business activities such as procurement, commercials and supply chain operations.

I want to inform you that, I can work effectively under pressure and manage my time effectively. I have ability to adapt positive changes quickly. I am Sincere and eager to work and self-motivated and willing to work in a team.

I obtain my one year M.A degree from English Department under Daffodil International University and four years Honors degree from English Department under East West University.

I believe, working in a reputed organization like yours will provide me an excellent opportunity to build up a prestigious career. So, I have a particular interest in working for your organization and would appreciate being considered as a candidate for employment.

Thank you for your time and consideration.

Sincerely,



Md. Arman Bin Ershad Nishat

Enclosure:

- Resume

Md. Arman Bin Ershad. Nishat

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Objective:

To work in an organization which offers a competitive, creative and performance based environment and contribute in achieving the overall goals of the organization and in the society.

Experience:

Company Name : BioTech Services.

Company Location : Ena Tower, 57/3 & 57/4 Panthapath, Lake Circus, Kalabagan, Dhaka.

Business Area : Bio-Medical Sector (Clinical Pathology).

BioTech Services involves in Import, marketing, sales and distribution of In-Vitro Diagnostic Analyzers and Reagents. BioTech Services is the exclusive distributor of Sysmex Corporation, Japan, Roche Diagnostic GmbH, Germany, Helena BioScience UK, RR Mechatronics, Netherland and ARKRAY Global Business Inc. Japan.

Designation : Sr. Executive

Department : Logistics and Commercial.

Responsibility :

- Assist to prepare monthly requisition of reagents for purchasing and import.
- Prepare purchase order.
- Manage proforma invoice.
- Arrange Documents for Opening LC.
- Manage insurance Documents.
- Reconcile with Bank for LC amendment.
- Collect AWB (air way bill), commercial invoice, packing list from exporters.
- Monitoring import and keeping records of imports.
- Assist for bank endorsement.
- Dealing with C&F agents for Customs Clearance of goods.
- Liaison with local inventory and provide necessary documents.
- Manage and Prepare documents for Local LC for local customers.

- Have Knowledge on Custom Duties for Custom Clearance of goods, Bill of Entry, HS Code, Country of Origin etc.
- Making quotation for local customers and other responsibilities given by Management.

Duration : From 8th September 2018 to still now.

Educational Qualifications:

Master of Arts in English

Institution : Daffodil International University
 Field of Specialization : M.A English
 Obtaining CGPA : 3.27 in scale of 4.00
 Year of passing : 2016

Bachelor of Arts in English (Hons)

Institution : East West University
 Field of Specialization : B.A (Hons) English
 Program duration : Four years
 Obtaining CGPA : 2.78 in scale of 4.00
 Year of passing : 2014

Higher Secondary School Certificate (HSC)

Institution : College of Development Alternative
 Field of Specialization : Science
 Education board : Dhaka Board
 Obtaining CGPA : 3.70 in scale of 5.00
 Year of passing : 2006

Secondary School Certificate (SSC)

Institution : College of Development Alternative
 Field of Specialization : Science
 Education board : Dhaka Board
 Obtaining CGPA : 4.06 in scale of 5.00
 Year of passing : 2004

Communication Skills:

I have a good communication skill in Bengali and English as well. I can talk Bengali and English, and can write both languages well.

Computer Proficiency:

Operating Systems : Windows Seven and Ten.
Software Application : Microsoft Word (2007,2010 & 2013),
Microsoft Excel (2007, 2010 & 2013),
Microsoft Power Point (2007, 2010 & 2013).

I have also experience to use ERP software to manage day to day business activities such as procurement, commercials and supply chain operations.

Personal information:

Name : Md. Arman Bin Ershad. Nishat
Father's Name : Md. Ershad Ali
Mother's Name : Sufia Khatun
Permanent Address : Nimnogor Fulbari Busstand
Adjacent of Al-amin Institute
Dinajpur. 5200
Date of Birth : 1st January 1990
Nationality : Bangladeshi (By Birth)
National ID : 1456438165
Birth Registration : 164889
Marital Status : Single
Religion : Islam
Blood Group : O+(ve)

Declaration:

"I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE RECEIVER OF THIS CV TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME. "

Yours truly



Arman Bin Ershad Nishat