

MAHFUJ ROB

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Skype ID: Mahfuj Rob

Age: 28.10 Years (31-05-1990)

NID Number: 865 036 9690

Blood Group: A+

Mailing Address: 735/A, Khilgaon Dhaka-1219

Present Address: 1483/A, Khilgaon Dhaka-1219



Career Summary:

To work in pragmatic way in an organization where I can show my talent and enhance my skills to meet organization goals and objective with full integrity and zest.

Core Proficiencies:

- Team Development
- Employee Relations
- Computers operating

Personal Attributes:

- Time Management
- Hard worker
- Effective Negotiation
- Emotional Stability Goal Oriented
- Contact Management
- Self-Motivation
- Quick learner
- Accountability
- Commitment

Job Experiences:

1. Designation: **Senior Executive, Finance & HR, Admin**

Company: **Light of Hope**

Address: 5/12 Satmasjid Road, Dhaka, Bangladesh

Duration: February 2019 to April 2020

Key Responsibilities:

- Submit the financial report to the management.
- All financial data Up to Date in Accounting Software Up to Date
- Regular Transport & TA/DA Policy update
- Try to find the software error & start correcting the process
- Financial documentation, payment, reporting
- Preparation & Submission Late & Leave Report movement register maintaining
- Develop HR Policies & Procedures with the help of supervisor, Monitoring & Controlling Policies to ensure Compliances
- 99.99% of all these in a very sound and effective way Initial CV Screening & short out Call for interview.
- Documenting every employment process, Documenting every resignation process
- Compile and making KPA/KPI and evaluation report for employee with the guidance of management
- Handle proper employment and resignation of an employee formalities
- Manage all the training, development & meetings as per management requirement
- Maintain Project admin staff.
- Up to date all the legal papers regularly

2. Designation: **Junior Executive (Sales Accounts)**

Company: **Saleha Metal Industries Limited**

Address: Baitul Abed, 53 Purana Paltan, Dhaka 1000

Duration: June 2018 to January 2019

Key Responsibilities:

- Processing sales invoice and bills at ERP software
- Preparing sales report at Daily, Monthly and Yearly basis
- Preparing monthly sales Ledger and summary
- Preparing Sample Ledger, summary and report
- Preparing Store Ledger, summary and report
- Communicate and maintain a strong professional relationship with clients.

- Track the order till it closed.
- Update any progress and report to the concern responsible for this.
- Manage key accounts
- Act as the point of contact for clients
- Organize regular client meetings to discuss their requirements
- Resolve problems and handle complaints in a timely manner
- Identify new potential customers
- Supervise sales account representatives
- Ensure budget and time requirements are met
- Stay up-to-date with new features and product customer experience

3. Designation: Transaction Service Analyst

Company: **HSBC**

Address: Shanta Western Tower, Bir Uttam Mir Shawkat Sarak, Dhaka 1208

Duration: June 2016 to June 2017

Key Responsibilities:

- Processing all Import bills (local and foreign) under UCP and ISBP regulatory system
- Checking all import bills
- Processing shipping guarantee
- Acceptance up at Bangladesh Bank foreign exchange transaction system
- Identify customer specific requirements on bills related queries
- Work closely with Relationship Managers to provide outstanding customer service
- Ensure regulatory and statutory compliance, raise standards and develop competencies in order to reduce operational risk
- Provide ongoing risk monitoring in areas concerning Global Standards and AntiMoney Laundering & Sanctions alerts, and act as an escalation point for risk issue response
- Reduce/address areas of risk and carry out essential duties efficiently
- Ensure competitive service standards are implemented and maintained effectively to consistently meet the needs of customers.
- To ensure implementation of any system changes as per group/local management directive.

4. Designation: Executive, Finance

Company: **Light of Hope**

Address: 5/12 Satmasjid Road, Dhaka, Bangladesh

Duration: July 2013 to May 2015

Key Responsibilities:

- Submit the financial report to the management.
- All financial data Up to Date in Accounting Software Up to Date
- Regular Transport & TA/DA Policy update
- Try to find the software error & start correcting the process
- Financial documentation, payment, reporting

Academic qualification:

MBA (Finance), CGPA - 3.51, AIUB, Dhaka, 2015

BBA (Accounting & Finance), CGPA- 2.93, AIUB, Dhaka, 2012

Training/Workshop/Seminar Summary:

- Discovery Module 1&2
About HSBC, their trade policy and rules and regulation etc.
Hong Kong and Shanghai Banking Corporation
- HSBC Compliance Training
- Banking, L/C, Customs & Shipping Procedure for Export Import Business (bdjobs Training)

Language proficiency:

Bengali: Native proficiency

English: Professional working proficiency

Soft Skills:

Computer Skills: MS Office, Internet, Email & also able to type in **English** with the speed of **100 WPM** (95% accuracy).

Extra-Curricular Activities:

Winner of various national gaming titles (COD 4) (2011 – 2017): UCC Gaming Contest | GIGABYTE Gaming Contest | Nimbuzz Gaming Contest | Cyber Athletics | VPRO Gaming Contest | HP OMEN Gaming Fest | BUET Cyberspark Gamehunt | Digital World Gaming Contest

References:**Md. Fakhar Uddin**

Joint Director
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Arup Kumar Das

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Declaration & Authenticity:

I do hereby declare that the information given above is true of my knowledge.

Sincerely yours,



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(MAHFUJ ROB)

Date: