

# Md. Alifuzzaman Khan

56/5 North Bashabo, Sabujbagh, Dhaka-1214

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**Objective:** To pursue a challenging career in a dynamic organization where I can utilize my knowledge and experiences.

## JOB EXPERIENCE

### JAT Holdings Bangladesh (Pvt) Ltd.

House# 05, RD# 05, Block# J, Baridhara Dhaka-1212, Bangladesh

#### Executive- Commercial, (Supply Chain & VAT)

Duration: (January 2018 to Present)

- Responsible for preparing all commercial documents for Local L/C and open foreign L/C.
- Co-ordinate with Banks, Insurance, Govt. officials, Freight Forwarders, C&F agents for smooth import & shipping operations.
- Responsible for all procurements for local production.
- Conduct market research to identify pricing trends and evaluate offers from vendors and negotiate better prices.
- Regular coordinate with factory's production unit for supply materials.
- Responsible for prepare payments by verifying bills and all other documentation, and requesting disbursements
- Collaborate with and coordinate diverse teams (marketing, sales, production, transport and customer service etc.)
- Prepare monthly VAT returns report and timely online submission.
- Coordinate all the VAT payment and update all the documents.
- Any other task assigned by the supervisor.

### Cropex Agro Ltd.

House# 365, RD# 05, Baridhara DOHS, Dhaka-1212

#### Executive (Commercial)

Duration: (February 2017 to December 2017)

- Sourcing new supplier for contract manufacturing.
- Maintain and regular follow up with existing suppliers.
- Prepare purchase order.
- Responsible for maintaining good liaise with buyers, keep buyers updated through various communication channels and prepare price quotations.
- Ensure quantity, quality, grade, size and standard in accordance with the order.
- Responsible for visa extension for foreign nationals.
- Prepare export documents on behalf of suppliers.
- Participate in international Expo on company's representative.

## Education Background

**MBA (Master of Business Administration),**  
University of Liberal Arts Bangladesh ( ULAB)

**Major:** Marketing

Passing Year: August 2017

CGPA: 2.77 on scale of 4.00

**HSC (Higher Secondary Certificate)**

Group: Business Studies

**Ideal College, Dhanmondi**

Passing Year: 2009

GPA: 4.00 on scale of 5.00

**BBA (Bachelor of Business Administration)**

University of Liberal Arts Bangladesh (ULAB)

**Major:** Human Resource Management

Passing Year: Feb 2014

CGPA: 2.82 on scale of 4.00

**SSC (Secondary School Certificate)**

Group: Business Studies

**Motijheel Govt. Boys High School**

Passing Year: 2007

GPA: 4.19 on scale of 5.00

## IT Skills

- **Operating System**
  - Windows /XP//07/08/8.1/10
- **Software Package**
  - MS word/ Excel/
  - Power point/ Outlook (updated)
  - Adobe Photoshop CS6
  - Nitro Pro 9
- **VAT Online Service Software**

## Communication Skills:

- English: Good communication skill in listening, reading, speaking and writing.
- Hindi : Good communication skill in listening & speaking

## Personal Traits:

- Reliable & Dependable
- Quick learner and leading personality.
- Hard working and capable to work under pressure.
- Able to work in a team, excellent communication skills and good organizer.
- Excellent Communicator & Presenter.
- Specialist in Coordinating, Planning & Reporting.
- Believes in Performance, Dedication & Commitment.
- Target & Deadline oriented
- Proficiency in Multitasking.

## Personal Details:

- Date of birth : January 27, 1992
- Father's name : Md. Shamasuzzaman Khan
- Mother's name : Zakia Zaman
- Permanent address : Vill: Jabra, P.O.: Tara, P.S.: Ghior, Manikgonj
- Nationality : Bangladeshi

## Reference:

<b>Sajedul Islam</b> Manager – HR & Admin JAT Holdings Bangladesh (Pvt) Ltd. +8801701217886 sajed@jatholdingsbd.com	<b>Nazmul Hossian Araf</b> Sr. Executive - Finance JAT Holdings Bangladesh (Pvt) Ltd. +8801730783492 araf@jatholdingsbd.com
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## Declaration:

I do hereby declare that the above information is true and correct to the best of my knowledge.



**Md. Alifuzzaman khan**