

# MD. MAINUL KABIR

## Post Graduate in Finance, BUP

37/KA, North Adabor, Mohammadpur, Dhaka-1207

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## Objective

To participate as a team member in a dynamic work environment, focused on providing superior value and service with blending knowledge and work experience.

## Work Experience

Jan 2019-  
Present

### Management Trainee Officer

*EverBright International Logistics Company Ltd*  
5/7/A, Lalmatia Block-d, Dhaka-1207

Major  
Responsibilities

- Maintaining Export-Import, Commercial & Customer Services
- Preparing Invoices & Delivery Orders
- Tracking & Monitoring Client's Shipment.
- Checking House Bill of Lading, Master Bill of Lading, LC & All other shipping Docs.
- Maintaining Regular Communication with Clients.
- Mail Communication with International Agents & Local Clients
- Overseas Accounts Handling

## Technical Skills

MS Word, MS Excel, MS PowerPoint (Advanced Level)

Windows (XP, Windows 7/8/10)

Photoshop, Camtasia-Basic

Outlook 2007, 2013, 2016 (Professional Level)

## Extra-Curricular Activities

2019- Present

### Membership

Member of "BUP Accounting Club (BUPAC)"

Member of "Premier University Debating Society (PUDS)"

2017-Present

### Competition

Champion in "BUP MBA Photographic Society Winter Contest-2019" by BUP MBA

Best Speaker in "Dristy Debate Competition: A Debate Competition" by PUC

## Education

2017 – 2019

### **Masters of Business Administration (MBA)**

*Bangladesh University of Professionals (BUP)*

Major in Finance

CGPA 3.90 (Out of 4.00)

2012-2016

### **Bachelor of Business Administration (BBA)**

*Premier University*

Major in Finance

CGPA 3.81 (Out of 4.00)

2011

### **Higher Secondary Certificate (HSC)**

*Cox's Bazar Govt. College*

GPA 4.50 (Out of 5.00) from Business Studies/Commerce

2009

### **Secondary School Certificate (SSC)**

*Ramu Khizaree Model High School*

GPA 5.00 (Out of 5.00) from Business Studies/Commerce

## Professional Course and Workshop

### **Cost & Management Accountant (CMA)**

*Institute of Cost & Management Accounting Bangladesh*

**Business Level Running**

## Interests & Hobbies

Travelling, Movie watching, Photography, Facebooking, Story writing, Book Collecting, Youtubing, Music & Video editing etc.

## Personal Skills

Time management, Dynamic thinking ability, Open minded, Self-motivated, Patience

## Area of Expertise

Import, Export, Commercial, Documentation, Customer Service, International Business Communication, Overseas

## Personal Details

<b>Name</b>	Md. Mainul Kabir
<b>Father's Name</b>	Md. Abu Taher
<b>Mother's Name</b>	Selina Afroza
<b>Nationality</b>	Bangladeshi
<b>Date of Birth</b>	16 <sup>th</sup> October, 1993
<b>Blood group</b>	B+(ve)
<b>Present Address</b>	37/ka, North Adabor, Ring Road, Mohammadpur, Dhaka-1207
<b>Permanent Add</b>	North Mithachori, Hospital Gate, Ramu, Cox's Bazar-4730

## References

### **Ammer Yaser**

Head of HR Department  
EverBright Group  
Mobile: 01793078607  
Email: ammer@everbright-bd.com

### **Mr. Rajib Uddin**

Chairman & MBA Coordinator  
Faculty of Business Studies  
Bangladesh University of Professionals  
Mobile: 01725541245  
E-mail: rajib.uddin@bup.edu.bd

## Declaration

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

Sincerely Yours

Mainul Kabir

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