

House # 102, ward # 02
Uttarpatua Para(northside of garikhna gorostan)
Natore.
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Career Target

To work with dedication for any organization that best caters my talent. I have keen interest in that area of profession where I can make worthy use of my potentiality and I can enjoy my work most.

Experience

01. Executive – Commercial Department (June 05, 2013 to continuing)

Name of Organization: **Sinha-Medlar Group.**
Company Location: House # 82, Mohakhali C/A (9th Floor), Dhaka – 1212, Bangladesh.

Having Experience:

- ☐ Able to work independently in the Import and Export section of Commercial Department.
- ☐ Coordinate with buyer and seller related to L/C or Contract and shipment the same etc.
- ☐ Responsible to prepare and check all export documents (i.e. Invoice/PL/GSP/APTA/SAPTA/CO) as per terms & conditions of Export L/C or Contract.
- ☐ Responsible to prepare and check all import documents for shipping guarantee and to Import Capital Machineries as per terms of Proforma Invoice.
- ☐ Responsible to maintain commercial correspondence with Bank/EPB/BGMEA/Customs/Shipping Line/Freight Forwarder etc.
- ☐ Fulfill official requirements of the management and provide regular feedback to reporting authority about current situation/status etc.

**02. Experience in Three Months Internship in RAKUB (Rajshahi Krishi Unoyon Bank) Internship
Subject was "GENERAL BANKING"**

Duties/Responsibilities:

1.Passion to handle operational/Documentations works. 2.Scrutiny commercial invoice, packing list, BL etc. 3.Uploading shipment documents in system. 4.C&F Agent follow up. 5.Arrange to issue "Chamber CO" from Chamber of Commerce. 6.Arrange to issue EPB related doc from EPB Authorit. 7.After stuffing, USA & Non-USA invoice creation on TC platform. 8.Tracking payment status and updating clients. 9.Updating and keep record day to day payment status. 10.Manage existing & potential clients. 11.Assisting in operations & business development. 12.Ability to work as a team player and effectively in complex situation. 13.Provide daily performance feedback to head of operations. 14.Base on cargo ex-fact,Export register updating follow up. 15.Other duties as assigned by the Management from time to time as when require.

Education

Master of Business Administration (MBA) 2010, (Exam held in 2012). Dept. of **Finance and Banking**, University of Rajshahi, **CGPA: 3.17** (scale of 4.00)

Bachelor of Business Administration (BBA) 2009, (Exam held in 2011) Dept. of **Finance and Banking**, University of Rajshahi, **CGPA-3.00** (scale of 4.00)

Higher Secondary School Certificate (HSC) 2005, N.S Govt.College, Natore. Board of Education-Rajshahi **GPA-3.70** (scale of 5.00), **Science** Group.

Secondary School Certificate (SSC) 2003, Green Academy High School,Natore. Board of Education- Rajshahi **GPA-3.56** (scale of 5.00), **Science** Group.

Computer Knowledge

Operating software : Microsoft Windows XP/ Windows 7/Windows 8
Application Software: MS Office, Familiar with SPSS, STATA, application of Internet and Photo Editing

Language Proficiency

Mother Language : BANGLA.
Foreign Language : ENGLISH; The sole medium of instruction of my BBA & MBA program was English. I have better skill in all modules of communication.

Other Curriculum Activities

- Ñ Active involvement in organizing different cultural events for the university
- Ñ Executive member of 'Voluntary Social Welfare Organization of Natore'
- Ñ Secretary of 'Natore Shamiti RU' (2010-2011)
- Ñ Member of silver jubilee committee, Department of Finance & Banking, University of Rajshahi
- Ñ Founder member of 'Rajshahi University Ex-student Forum, Natore.

Capabilities

- Ñ Ambitious and self-motivated team player
- Ñ Flexible with an ability to adapt to changing ability
- Ñ Quick learner with an ability to grasp new ideas, concepts and methods
- Ñ Highly trainable and committed
- Ñ Able to build interpersonal relationship

Specialty

- Ñ Informative and immensely observant
- Ñ Communicative and friendly
- Ñ Enthusiastic, self-motivated, industrious and punctual
- Ñ Ability to manage things and work with group
- Ñ Adoptive to new technology and a quick learner

Interest

- Ñ Interacting with people
- Ñ Practicing Hand writing psychology
- Ñ Play Cricket/Football/Badminton
- Ñ Listening Music

Personal Profile

Father : Md, Hazrat Ali
Mother : Mariom Begum
Date of Birth : 07th December, 1988
Sex : Male
Religious : Islam
Marital Status : Married
Nationality : Bangladeshi (by birth)
National ID No : 644 536 0032
Corresponding Address : Bank Asia Tower(9th floor),82,Mohakhali,C/A,Dhaka-1212

References

1. **Md.Sarwar Hossain, Sr.Manager** (Commercial), **SINHA-MEDLAR GROUP**,
Phone(Mobile) No. **01973438747**, E-mail sarwar@sinha-medlar.com
2. **M A Rashed Kabir**, Associate Professor, Department of Finance and Banking, University of Rajshahi,
Phone(Mobile) No. **01711317650**, E-mail: rk_likhon@yahoo.com