

## MD. ADNAN-UL-HASSAN

Address: 6/4 East katashur, Shere Bangla road, Mohammadpur, Dhaka 1207  
Mobile No : 01729633204  
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### **Career Objective:**

To pursue a challenging career in any dynamic and prospective organization where there shall have opportunity to use innovative knowledge, skill and insight for professional career development.

### **Employment History:**

**Total Year of Experience :4 Year(s).**

#### **1. Executive Officer (1<sup>st</sup> January 2019 To Till Continuing) NZ GROUP**

Company Location : Anannya Shopping Complex (4th Floor) Lane No. 13, DOHS Baridhara.  
Dhaka 1206, Bangladesh.  
Department: **Export, Shipping & Logistics, Customs & Bond.**

#### **#Duties/Responsibilities:**

- \*Preparing Commercial invoice from P.O & Packing list, inspection certificate & shipment release letter supplier declaration & country of origin. B/L Draft and shipping documents for export.
- \*communicate with C&F agent for collecting the ex-factory goods. Also submit them the documents for making the customs clearance.
- \*Organizing the shipment of goods (packing, mode of transport, best route) Negotiating terms of carriage with carriers, booking cargo space and making payments.
- \* Monitoring and communicating real-time shipment status with Buyer
- \*Checking that shipments are delivered as planned and resolving any issues taking appropriate measures for the movement of delicate goods
- \*Responsible for receiving, tracking and sending orders to Buyers, and verifying that products arrive on time and to the right person.
- \*Bank to bank document endorsement (Non-Nego/Original).
- \*Perform all import related jobs under Bond License specially In-Bond, Ex-Bond, Allotment, Yearly customs Bond Audit, etc.
- \*To work independently with DEDO, Customs Bond Commissionerate & other GOVT offices.
- \*Capability to do UP, EX-BOND/IN-BOND in time with the assistance to the factory to maintain BOND REGISTER.
- \*Perform as a team member to maintain all the export-import statement unit wise for yearly customs audit.
- \*To manage bond customs personnel in any irregularities/difficulties.

#### **2. customer care Supervisor ( September 1, 2018 – February 28, 2019)**

##### **INNOVADEUS PVT.LTD.**

Company Location : House:43 road:35/A, Gulshan-2, Dhaka-1212,  
Bangladesh Department: customer care

#### **3. Customer Relationship officer ( April 1, 2017 - April 30, 2018)**

##### **Augere Wireless Broadband Bangladesh Ltd. (Qubee)**

Company Location : Alauddin Tower, Road-113/A, Plot-17, Gulshan-2, Dhaka-1212,

**Academic Qualification:**

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration(MBA)	Accounting	Dhaka University(7 College Affiliated)	CGPA:3.00 out of 4	2016	1	Post Graduation
Bachelor of Business Administration (BBA)	Accounting	Dhaka College(National University)	CGPA:2.93 out of 4	2014	4	Graduation
HSC	science	Ishwardi Govt. College	CGPA:4.60 out of 5	2010	2	First class
SSC	Science	Abul Hossain High School	CGPA:4.19 out of 5	2008	2	First class

**Specialization:**

\*Ability to organize shipments. \* Ability to use key IT systems. \* Mediation and negotiation skills \* Ability to cope well with pressure and work to deadlines \* Precision and ability to work independently \*Good organization with attention to detail.

**Extra Curricular Activities:**

volunteer at Zoom school Bangladesh

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla & English	High	High	High
English	Good	Good	Good

**Personal Details :**

Father's Name : Md. Abdus Salam  
 Mother's Name : Most. Akhi Shamim  
 Date of Birth : February 5, 1993  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 National Id No. : 19937623908002105  
 Religion : Islam  
 Permanent Address : Vill:Darinaricha ThanaPara, Moshiur Rahman shorok, House:339/10,Post : Ishwardi (6620),  
 P.S: Ishwardi, Dist: Pabna.

**Reference (s):****Reference: 01**

Name : Md.Robiul Islam  
 Organization : YANG MING  
 Designation : Agent in TRANSMARINE LOGISTICS BD  
 Address : Jahangir Tower(1<sup>st</sup> floor),10Kazi Nazrul  
 Islam Avenue,Kawran Bzar,Dhaka-1215  
 Mobile : 01713062088  
 E-Mail : robiul.islam@yangmingline-bd.com

**Reference: 02**

MD. Jahangir Alom  
 NZ GROUP  
 Manager (Sipping & Logistics).  
 Anannya Shopping Complex (4th floor), Lane # 13,  
 Baridhara DOHS, Dhaka-1206, Bangladesh.  
 0 1740870440  
 jahangir@nz-bd.com

Signature

**Md.Adnan-UI-Hassan**