



## ----- PROFESSIONAL SUMMARY -----

In my 4 years of corporate life, I have to face various situations where I had to act as a leader, have to think critically to control the situations within the shortest possible time. In 2017, after joining Igloo Foods Limited, I and the team that the company provided were the first in the country to sell Halal Buffalo meat. I managed the project on various area of Dhaka-south and able to expand the area of business of the company. Good communications skill led me to increase the number of customer for the company and ability to motivating my team created a good impact on the sales.

After proving my leadership skills, crisis management, policy management, recovery management and decision makings the management came to a conclusion that I might be a good choice for the commercial department (import-export). In early 2019, I was switched from sales to commercial department. For my good communication skill and flexibility, I can create good relationship with various kind of people. Maintaining relations with C&F, freight forwarder, bank and insurance helped me to save around 1crore BDT for the first year made me worthy for the position.

To this day, I have to handle around 60-75 LCs per month alongside other mandatory steps. For my good performance, I received the Managing Director's Certification of Appreciation in 2021 for the year of 2020-2021.

## ----- SKILLS -----

- |                               |                                 |                                 |
|-------------------------------|---------------------------------|---------------------------------|
| • Leadership                  | • Change Management             | • Emotional Intelligence        |
| • Critical Thinking Skills    | • Analytics & Problem Solution  | • Team Management & Development |
| • Logistics Management        | • Operational Excellence.       | • Stakeholders Interaction      |
| • Project Management          | • Collaboration & Communication | • Team Leadership               |
| • Recovery Management         | • Cost Optimization             | • Succession Planning           |
| • Crisis Management           | • Revenue Growth                | • Process Improvements          |
| • Policy Development          | • C&F Contracts & Relationship  | • Best Practice & Methodologies |
| • Tech Skills                 | • Ability to Inspire & Empower  |                                 |
| • Flexibility & Communication | • Decision Making               |                                 |

## ----- ACHIEVEMENTS: -----

- ❖ In 2017, Igloo Foods Limited was the first to introduce the Halal Frozen Buffalo meat in Bangladesh. My team including me was the first team to sell this product.
- ❖ I managed to sell approximately 20MT in 2017 and around 160MT Halal Frozen Buffalo meat in 2018 in Dhaka-South alone.
- ❖ By managing freight forwarder, clearing and forwarding agent and by updating Vat/Musok timely I saved around 1 crore BDT In Abdul Monem Limited (Igloo foods, Igloo Ice Cream, Constructions, Sugar) in the year 2019..
- ❖ I received the Managing Director's Certificate of Appreciation for my performance of the year 2020 and 2021.

## -----CAREER SYNOPSIS: -----

### **Abdul Monem Limited**

Jan '19 – Present

*Senior Executive :*

#### **Responsibilities:**

- ❖ Collect Proforma Invoice (PFI) from the supplier end.
- ❖ Filling up the LCAF form with correct H.S. Code.
- ❖ Maintain communications with banks for collecting draft LC.
- ❖ Send Draft LC to supplier for verifications.
- ❖ Transmit the LC to supplier via Bank.
- ❖ Maintaining communications with the supplier for the ETD, ETA for calculating the lead time.
- ❖ Collect necessary documents from bank and send it to C&F.
- ❖ Manage the delivery of goods from port to factory or warehouse.
- ❖ Handling products which delivered to us by Air, Sea, Road, ICD.
- ❖ For Abdul Monem Constructions I have handled full built truck (CBU) and various parts of truck.
- ❖ For Abdul Monem Igloo Ice cream unit I have to handle almost 40-50 RM, PM, Capex LC in every month.
- ❖ For Abdul Monem Igloo foods unit I have to handle almost 10-15 B2B Product LC in every month.

### **Igloo Foods Limited**

Oct' 17 – Jan' 19

*Junior Sales Officer :*

#### **Responsibilities:**

- ❖ The scope of sales were Halal Buffalo Meat, French Fries, Cheese and Nuggets.
- ❖ Maintained communications with various hotel and restaurant, butcher's house for selling my goods.
- ❖ Collection of payment via cheque and cash.
- ❖ Market research.
- ❖ Delivery team handle.
- ❖ Solved product related problems.
- ❖ Motivated sales team.
- ❖ Expanding business area and increase number of client.

## -----ACADEMIC BACKGROUND: -----

### **MBA**

Stamford University Bangladesh  
Result: GPA 3.46 out of 4.00 scales  
(Major in marketing)  
Year of passing: 2020

### **BBA**

National University (Shaikh Burhanuddin Post Graduate College)  
Result: GPA 2.83 out of 4.00 scales  
(Major in marketing)  
Year of passing: 2016

## HSC

Dhaka Board (Future Commerce College)  
Result: GPA 4.30 out of 5.00 scales  
Business Studies Group  
Year of passing: 2012

## SSC

Dhaka Board (Dakhin Banasree Model High School)  
Result: GPA 3.75 out of 5.00 scales  
Business Studies Group  
Year of passing: 2010

## -----PROFESSIONAL TRAINING: -----

### Customs & Bond Management

From Corporate Academy (2021)

### Digital Marketing

From BITM (2016)

### Office application Course

National Young Academy

## ----- PERSONAL DETAILS: -----

Father's Name	: Md. Anowarul Islam	Mother's Name	: Nadira Islam
Date of Birth	: 31st October 1995	Nationality	: Bangladeshi
Religion	: Islam	Marital Status	: Single.
Permanent Address	: E-36, Eastern Housing Project, South Banasree, Khilgaon, Dhaka -1219		

## ----- REFERENCES: -----

Mr. Maruf Habib  
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Uttara Bank Ltd  
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Shamim Ahmed  
Chief Operating Officer  
Abdul Monem Limited (Igloo Ice  
Cream Unit)  
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(Zahidul Islam)