

Curriculum Vitae.



PERSONAL INFORMATION:

S.M Majedul Islam
Son of : Late Abu Bakar Miah.
Village: Dipchar, Post : Pabna, P.S : Pabna, District : Pabna-6600
Bangladesh.
Sex. : Male.
Date of Birth: 15_01_1985
Mobile No: +880 1811 862256.
Email: majedul1985@gmail.com

PRESENT INFORMATION :

Anzir Apparels Ltd.
Karim Super Market. 2nd Flor.
Baipail More, Asulia,
Savar-1349, Dhaka,
Bangladesh.

POSITION

Senior Commercial Executive (Export/Import).

WORK EXPERIENCE :

- **Senior Commercial Executive :**
- *03 December 2004 - Present*

Anzir Apparels Ltd. Baipayl, Asulia, Savar-1349, Dhaka, Bangladesh
Making all export Shipping documents & prepare for purchase from
lien bank. Also booking to online for ship the goods smoothly at
Buyer nominated portal. (www.myshipment.com). Also making
Electric Invoice for release payment from Li & Fung. Singapore.
www.totalsourcing.com.

- **01 January 2002—December 2003**
- *Supervisor.*

Ircon International. India
(Shylet Road project.RMP3)
Shylet, Bangladesh.

Maintains all sight workers & prepare requisition for materials from
Head office of the project.
Project Name: Dhaka-Shylet Highway Project RRMP3.

- **01 January 2004 – 30 Nov 2004**
- *Sight In charge.*

Mukta Construction Ltd. Dhaka. Bangladesh.
Look after all kind of civil work & contact with mother
Company for rich up all construction work as an in charge.

EDUCATION AND TRAINING

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- Secondary School Certificate. (S.S.C)
- Under Rajshahi Board.
- Bangladesh.
- Group: Science.
- Higher Secondary Certificate. (H.S.C)
- Under Dhaka Board. Bangladesh.
- Group : Accounting.
- Bachelor of Commerce. (B.COM).
- Under National University.Gazipur.Dhaka.Bangladesh.
- Group: Management.

PERSONAL SKILLS

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- | | | | |
|----------------------|---------------------|----------------|---------------|
| • Mother(s) Tongue | Bengali. | | |
| • Others Language(s) | UNDERSTANDING | SPEAKING | WRITING |
| • ENGLISH | Excellent | Excellent | ...Excellent. |

COMMUNACATION SKILS

Team Sprit.
Good ability to adapt to multicultural environments, gained my work
Experience abroad. Good communication skills gained through my
Experience as Commercial Executive / Shipping Coordinator.

Specify in what context they were acquired (through training, work Seminars voluntary or leisure activates, etc.)

ORGANISATIONAL SKILLS□

- Leadership (Currently responsible for a team of 10 people)
 - Sense of organization (Experience in Logistics)
 - Good experience in project or team management. And in what they
 - Were acquired (through training, work, seminars & voluntary etc)

JOB RELATED SKILLS & Major Buyer:□

Good maintain online software of MGH group (www.myshipment.Com) and LI & Fung portal (www.totalsourcing.com) & Damco BD Ltd (www.damco.com), www.apl.com for all kind of booking place & Update. All Banking Work (LC Opening, Documents Purchase,

- Good Knowledge to Commercial Work,
- Logistic, BTB L/C, Master L/C.
- Documentation. (Invoice, packing list, Online Booking, BL Drafting, GSP, C.O & UD).
- Also have experience in the following business area(s):
- Buying House (Garments),
- Logistic/Courier/Air Express Companies,
- Shipping-DAMCO, APL, ALLPORT, PANALPINA, AGELITY, EXPO BANGLA, FML, IDS, TTL Etc.
- C&F .

MAJOR KEY SKILLS OF BUYER FOR DOCUMENTS:

01. TAKKO HOLDING GMBH, GERMANY.
02. SMYK.POLAND
03. LI & FUNG, ENGLAND.
04. ZARA/INDIPUNT SL, SPAIN.
05. TEDDY SPA, ITALY.
06. SUZY'S INC, CANADA.
07. RD INTERNATIONAL, CANADA.
08. PIAZZA ITALIA, ITALY.
09. ESSEMODA S.R.L, ITALY.
10. DIAMOR KARL RIEKER GESELLSCHAFT M.B.H, AUSTRIA.
11. V&D, HOLLAND.
12. DORASPED SRL / CAPRI SRL, ITALY.
13. SPECIALTY FASHION GROUP, AUSTRALIA.
14. INDKOBSFORENINGEN MR, DENMARK.
15. CIA HERING, BRAZIL.
16. JO-Y-JO LTD.ENGLAND.
17. NOVA OF LONDON LIMITED.LONDON.
18. TALLY WEIJL TRADING AG, SWITZERLAND.

COMPUTER SKILLS

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01. Good command of Microsoft Office tools (Word™, Excel™ & Power point™)
02. Internet & Social network.
03. Maintain & Update of Online & Installed Software)

Signature.

A handwritten signature in black ink, appearing to be 'S. K. S.', written over a light blue rectangular background.