

CURRICULAM VITAE OF

Md. Alif Shaikh

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MAILING ADDRESS

Current address: KA-144/5/A, Shekhpara, Khilket, Dhaka, PO : 1229, Khilket TSO, Khilket, Dhaka 1229	Permanent address: Village : Uttar katnarpara Ward no : 03 Thana : Bogura sadar District : Bogura
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CAREER OBJECTIVE

To develop career with a commercial and Service organization where I can utilize my skills and competencies and contribute in achieving the organization's competitive advantages.

INTERNSHIP EXPERIENCE

San Trade Limited : 4 Months Internship (1 August 2019 - 30 November 2019)

Company Location : Tejgaon, Dhaka.

Responsibility:

- Respond to Buyer's, Freight Forwarding Agents and C&F Agents via emails and Phone Calls.
- Make photo quotations, Proforma invoice, Commercial Invoice, Packing List, Shipping Mark in Microsoft Excel.
- Coordinates with C&F agents, forwarders to collect shipping bills, EXP copy and dummy BL copy.
- Contract Management (PI/Purchase Order / Sales Order).
- Check H.S Code, SWIFT Code and its Importance.
- Check T/T for Balance Payment in the Local Bank, Letter of Credit (L/C) Check List, Case Studies.
- Supporting forwarder with right Documents in right time.
- Send accurate Shipping Documents to the Buyer via Email and follows up with local bank.
- Check Draft/Dummy BL, Collect Fumigation Certificate, Issuing NOC to send Freight Agent, Doing EXP in the Local Bank, Send VGM to the C&F Agent.
- Collecting procedure Certificate of Origin (C/O), Generalized System of Preferences (GSP) Certificate.
- Knowledge on work procedure/Booking procedure of the following forwarders : Dart Global Logistics (PVT) Ltd, RMK World Freight Ltd, Freight Option Limited, Hellmann Worldwide Logistics Ltd, Cross Freight Ltd, Access Freight Systems Ltd, Navana Logistics Ltd, Wac Logistics Limited, Demotrans, Tad Logistics Ltd, Freight Zone Ltd, Skyways SLS Frugal (BD) Pvt. Ltd, General Logistics Limited, Wan Hai Lines Ltd, HTL Logistics (BD) Ltd.

PERSONAL INFORMATION

Father's Name : Md. Abdur Rahim
Mother's Name : Julekha begum
Date of Birth : 11th February 1996
Nationality : Bangladeshi by birth.
Religion : Islam
Marital Status : Unmarried

EDUCATIONAL QUALIFICATION

Bachelor of Social Science (BSS)	<ul style="list-style-type: none">❖ National University of Bangladesh❖ Major: Economics❖ Passing year : 2018❖ Result: CGPA 2.75 (Out of 4)
Higher Secondary Certificate (HSC)	<ul style="list-style-type: none">❖ Group: Humanities Studies❖ Board: Rajshahi❖ Govt. Azizul Haque college, Bogura❖ Passing year : 2013❖ Result: GPA 4.60 (Out of 5)
Dakhil	<ul style="list-style-type: none">❖ Group: Humanities Studies❖ Board: Dhaka❖ Govt. Mustafabia Kamil Madrasah, Bogura❖ Passing Year : 2011❖ Result: GPA 4.06 (Out of 5)

TRAINING SUMMARY

Training Title	Topic	Institution	Year	Duration
Advanced Excel Workshop	Pivot Table, Vlookup, Index, Match Formula in Excel.	CodersTrust Bangladesh	2019	1 Day
Tarunner Joyoutshob	Communication, Teamwork, confidence, Motivation, Positivity	Bangladesh Institution of Information Technology (BIIT)	2018	1 Day
Graphic Design	Adobe Photoshop, Adobe Illustrator, Adobe InDesign	Bangladesh Institution of Information Technology (BIIT)	2018	3 Months
Get Going: Learn English	Listening, Speeking, Reading, Writing	Foreign Language Training Center (FLTC)	2018	3 Months
Computer Office Application	MS Word, MS Excel, MS Power Point	Bangladesh Institute of Technical Education (BITE)	2017	6 Months

REFERENCES

Zubaidur Rahman Al Galib Associate professor Govt. Azizul Haque College, Bogura Phone (Cell): 01722332238 Email: zubaidurgalib1986@gmail.com	Md. Jumman Shakh(Jewel) Manager (Accounts) Rudmila Ceramic Material Co. Ltd. Phone (Cell): 01719-368052 Email: jewel_m70@yahoo.com
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DECLARATION

I am undersigned, hereby declare that I will be responsible for any wrong information provided here.

Md. Alif Shaikh



Signature & Date