



Curriculum vitae

MD. ABU SAEED

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Address: Holding no.34, Word no.46, Soilargati,

P.O-Munnunager-1710, P.S- Tongi, Dist.-Gazipur

Career Objective

Looking to secure the role of a Commercial Department as any reputed company. A self-starter and diligent individual who believes in making a difference with the smallest of tasks.

Professional Experience:

IPL INTERNATIONAL (BD) PVT. LTD. Sr. Executive (Commercial) (Oct 01, 2017 – Continue.)

Company Address: Apt-L9, House No#40/8, Road No#92, Gulshan-2 Dhaka 1212

Department: Commercial

Job Responsibilities:

- Documentation and Preparation of LC open for Import & Export.
- Execute all regulatory formalities (Bank/ Insurance/ Customs) relating to Import & Export.
- Checking & controlling, Bill of Lading, invoice. Master packing list, Packing list, Country of origin (COO) & other related documents for importing of capital Machinery.
- Follow-up with C&F agent and forwarder for on time import clearance of Machinery.
- Providing proper guidelines to the team members those are working for import permit.
- Checking all shipment documents E.T.D/E.T.A/E.T.B from agent or website and then keeps record.
- Contact with the different office also C&F, Customs, Chattogram Port, BPDB, CCI&E, BIDA & Insurance Companies.
- Knowledge on Import Permit (IP) from CCI&E, Back to Back L/C, TT, CAD Payment Exp Form, GSP, LCAF, HS code, Assessment notice, Bill Of Entry, Customs Act, Import Policy, Export Policy, Bond formalities and other related laws applicable for Import & Export.
- Need to handle any other work assigned by Top Management.

TOPS N BOTTOMS LTD. Accounts Officer (April. 01, 2014 – Sep.2017)

Company Address: H-92, R-13/C, B-E, Banani, Dhaka

Department: Finance & Accounts

Job Responsibilities:

- Maintenance of cash book, bank book, bill register, general ledger & different registers related to Finance & Accounts.
- Develop and maintain financial accounting systems of accounts payable, accounts receivable, credit control, and petty cash, inter-company transactions, fund management.
- Receive and process petty cash payments, balance cash and prepare bank deposits; manage petty cash fund and handle disbursement. And also doing the salary Sheet.
- Prepare and maintain all the vouchers, requisition slips & bills. And also Prepare monthly report on outstanding balance.
- Maintenance of party ledgers, payment schedule and checking of bill for payments. And develop a reliable cash flow projection process.
- Proper maintaining all kinds of expenses and prepares needed statement for submission time to time

Academic Record:

Master of Business Administration (One Year)

Institute: Asian University of Bangladesh, Uttara-Dhaka

Major: Finance & Accounting | CGPA 3.16 (1st class in the scale of 4.0) | Passing Year: 2013

Bachelor of Business Administration (Four year)

Institute: Asian University of Bangladesh, Uttara-Dhaka

Major: Accounting | CGPA 3.56 (1st class in the scale of 4.0) | Passing Year: 2010

Higher Secondary Certificate (HSC)

Institute: Rajuk Uttara Model School & College

Group: Business Studies | Board: Dhaka | GPA: 4.20 (out of 5.00) | Passing Year: 2005

Secondary School Certificate (SSC)

Institute: Shahaj Uddin Sarker Model School & College

Group: Business Studies | Board: Dhaka | GPA: 3.88 (out of 5.00) | Passing Year: 2003

Skills & Activities:

Computer Literacy:

Operating Systems : Windows XP/ 7 / 8 / / 10

Application Tools : MS office package in MS Word, Excel, Power point. Troyee software.

Internet : Efficient in Internet Browsing & Emailing, LinkedIn etc.

Interpersonal Skills:

- Ability to build elegant relationship and set up trust.
- Confident and determined.
- Ability to cope up with different situations.
- Effective communication skills.
- Ability to work under pressure.

Language Proficiency:

Bengali : Mother Tongue.
English : Fluency in speaking in English language & have a good command over. Writing, listening and reading speaking or talking personal interview.

Extra-Curricular Activities & interest:

- I was a batch captain at school.
- Watching & Playing Football and Cricket.
- Public Relation Secretary of BBA Alumni Association of AUB.
- Interest on watching international news, Business News & politic News.

Personal Attributes:

- Disciplined, Dynamic, Energetic and Enthusiastic.
- Ability to plan, organize and keep going when things get difficult can lead groups.
- Self-motivated, innovative Goal-oriented, hardworking, like to take and meet challenges.
- Possess sound presentation skills.
- Loyal, perseverant, committed, and believe in integrity & perfection.


Personal Details:

Father's Name : Md. Abu Naser
Mother's Name : Lalily Begum
Date of Birth : October 01, 1986
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam

Permanent Address : Vill- Sirajpur, P.O- Bosurhat,
P.S-companiganj, Dist – Noakhali

Reference (s):

Md. Saiful Islam Lecturer, Dept. of Finance Banking National University Gazipur, Bagladesh Mobile: 01815-017661	Md. Mijanur Rahman Manager (General Division) Pragati Insurance Limited. Word-46.Himardigi Tongi-Gazipur Mobile: 01715-401766
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MD. Abu Saeed

(State by: Md. Abu Saeed Mobile: (88) 01670213697)