



Amirul Hasan Khan

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Professional Profile

- » Skilled strategist who transforms strategic plans into workable solutions
- » High performance operations management executive
- » Strong communication skill with an eagerness to prove thyself at any level
- » Compatible with different sorts of environment

Area of Expertise

- » Multisite operations
- » Customer Satisfaction
- » Leadership
- » Negotiation, Persuasion & Communication
- » Planning & operational deployment
- » Productivity & Efficiency Improvement

Experience

Mutisa Clothings Limited – Commercial Executive

July 2017 – Present

Working here as an executive under commercial wing performing key roles in day to day lifecycle of shipment processes with buyers. Key responsibilities performed are —

- » Checking LC & Proforma invoices
- » Preparing commercial commission statements as per commercial invoices
- » Work closely with C&F, stakeholders and other forwarders
- » Maintenance of shipping documents
- » Delivery status tracking
- » Acceptance of payment

IDLC Finance Limited – Intern

February 2016 – May 2016

Worked as an intern during the mentioned timeframe above under Department of Statutory Reporting and Corporate Affairs. Key duties performed during internship are —

- » Annual Report Checking and summarizing general ledgers
- » Maintained scheduling of VAT & Tax Invoices from different departments
- » Scanning of meeting minutes
- » Data entry for VAT & Tax Invoices

Amirul Hasan Khan

Education

Course	Institute	Score	Year
Chartered Secretary (Executive Level 1)	Institute of Chartered Secretaries of Bangladesh	N/A	Ongoing
Bachelor of Business Administration (B.B.A)	Dhaka City College Major in Finance	2.86 (Out of 4.00)	2014
Higher Secondary Certificate (H.S.C)	Dhaka City College Studied in Commerce	4.20 (Out of 5.00)	2009
Secondary School Certificate (S.S.C)	Dhanmondi Govt. Boys High School Studied in Commerce	4.81 (Out of 5.00)	2007

Computer Skills

- » Operating Systems - Windows
- » Profound knowledge in - Microsoft Office (Word, Excel, Powerpoint)
- » Internet browsing and communication via email

Personal Information

Mother's Name	Ashrafun Nesa
Father's Name	Md. Shahjahan Khan
Address	House 27, Road 4, Senpara, Parbota, Mirpur 10, Dhaka 1216
Religion	Islam (Sunni)

References

Sohel Md. Kashem

Assistant Manager

Commercial Department

Viyellatex Group

Le Méridien Dhaka (Level 6), 79/A Commercial Area,

Airport Road,, Nikunja 2, Dhaka 1229

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A.S.M Yasir Arafat

Senior Executive

Admin & HR

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