

RESUME

MD. ABUL HASAN

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Bashundhara R/A, Dhaka- 1229, Bangladesh
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Career Objective:

Acquire a position in a business environment where I can best utilize my experience, education and skills for the growth of the organization.

Professional Experience:

- **Position** : **Junior Executive, Commercial (Supply Chain Department)**
Organization : New Zealand Dairy Products Bangladesh Limited
Workplace : Shanta Western Tower, Office Space: 801, Level: 08, 186 Tejgaon Industrial Area, Dhaka: 1208, Bangladesh.
Duration : July 01, 2019 To Continue
Key Responsibilities : **Pre-import function:** Supplier communication for PI & LC draft (Negotiation), Shipping line arrangement, Arrange import permit, Arrange Marine cover note, LC/Advance payment/LCA document preparation, LC draft check & Coordinate to Transmit.
Post-import function: Shipment follow-up, Ensure payment to Bank & collect shipping document, Document ready and forward to CNF, Port operation (Dhaka, Chittagong & Benapole port) monitoring as well as ensure goods at factory premises, Arrange SRO, Bill of entry submission, CNF bill process, Data & Documentation manage as well report preparation, Perform Landing cost.
Capex & Opex item import: Manufacturing (Capital Machinery & Spare parts), IT, Engineering, Quality, Warehouse & Marketing department.
Export Function: EXP issue, Document Preparation as well submits to Bank, collect PRC.
External stakeholder communication: Insurance Company, Bank, Shipping agent, Currier Service (DHL, Fedex), BSTI, BCSIR, CCI & E, Plant Quarantine wing (Khamarbari), Islamic Foundation, & MCCI.
- **Position** : **Officer, Commercial (Supply Chain Department)**
Duration : January 01, 2018 To June 01, 2019
- **Position** : **Audit Officer (Internal Control & Compliance Department)**
Organization : New Zealand Dairy Products Bangladesh Limited
Workplace : Shanta Western Tower, Office Space: 801, Level: 08, 186 Tejgaon Industrial Area, Dhaka: 1208, Bangladesh.
Duration : Jun 01, 2015 To December 31, 2017
Key Responsibilities : Responsible for vouching, plan, and perform operational audit, HR audit, conduct surprise audit as well as special investigation, identify and report potential risk exposures within the NZDP and recommend preventing or minimizing such potential exposures, in the distributor point conduct as physical inventory of the stock, investment & ROI calculation, performance evaluation of the field force.

Professional Certification

- **International Diploma in Supply Chain Management**, DCCI Business Institute (International Trade Centre (ITC)-UNCTAD/WTO, Geneva, Switzerland) – Enrolled (29th Batch)
- **PGD (Post Graduate Diploma)**, Major in Financial Management from Bangladesh Institute of Management, Dhaka Campus, Passing year 2018 with CGPA 3.54 out of 4.00
- **Qualified Internal Auditor** from International Qualifications Network (IQN) United Kingdom (distance learning), passing year 2017.

Training Course

- Commercial functions with Bank, Customs, C & F Agent, Logistics & Shipping from Bdjobs Training, held during 20th August to 08th September 2019.
- Import of Raw Materials Through Letter of Credit from Society of Supply Chain, held on 13th & 20th April 2018.

Academic Qualifications:

- M.B.S (Masters of Business Studies), Major in Management from Government Titumir College, Dhaka, and passing year 2011 (held in 2014) with second class (marks obtained: 57.80%)
- B.B.S (Bachelor of Business Studies), Major in Management from Government Titumir College, Dhaka, and passing year 2010 (held in 2012) with second class (marks obtained: 56.70%)
- Higher secondary Certificate, Major in Business Studies from Khan Bahadur Ahsanullah College, Sakhipur, Debhata, Satkhira, Passing year 2005 with CGPA 4.00.
- Secondary school certificate, Major in Science from Bohera A.T Scondary School, Boehra, Debhata, Satkhira, Passing year 2003 with CGPA 3.38.

Computer Skills:

General Computer Applications: MS Office (Word, Excel-Proficiency level, Power Point), Tally ERP 9, Email communications etc.

Extra curriculum activities:

I demonstrated leadership capabilities by heading our local cricket team as captain. Under my captaincy, our team participated in various regional tournaments, and created many success stories. My positive attitude helped bring the best performance out of my team members. From my leading role as a cricket-team captain, I have gained valuable experience in how to encourage and guide team members to work hard together to reach a pre-determined goal.

Language Proficiency:

Language	Speaking	Reading	Writing
Bengali	Excellent	Excellent	Excellent
English	Moderate	Excellent	Excellent

Personal Information:

Father's Name : Md. Abdul Malek Sardar
Mother's Name : Most. Anwara Begum
Permanent Address : Village –Uttar Sakhipur, Post Office – Sakhipur,
Upazilla – Debhata, District – Satkhira, Bangladesh
Nationality : Bangladeshi

References:

Ziaul Hassan Choudhury Head Of Procurement New Zealand Dairy Products Bangladesh Limited, Shanta Western Tower, Office Space: 801, Level: 08, 186 Tejgaon Industrial Area, Dhaka: 1208, Bangladesh. Cell: +88 01951-455000	Rejaul Karim National Board of Revenue, Bangladesh Assistant Commissioner of Taxes Tax Zone 13, Dhaka Cell: +88 01917-016620
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Signature: _____

Date: _____