|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **MD. SHAJIBUR RAHMAN (SHAJIB)** | |  | | --- | | https://my.bdjobs.com/photos/950001-975000/39951857s8n0r.jpg | | | Address: Md. Shajibur Rahman (Shajib),Rebeka Lodge, Flat No : 5 (A) 18/A, Sayad Ali Madbor Road, Chhayakunja Residential Area, Paler mat (Near button factory), East Chandana, Gazipur-1702.  Mobile No 1: +8801724544546  Mobile No 2 :+8801611378155  e-mail : shajibur.rahman@marico.com, iiucshajib.sr@gmail.com | |

|  |
| --- |
|  |
|  |
| **Career Objective:** |
| To work as a Com./Fin/SCM Manager in any fast-growing local large or multinational company with immense responsibility so that my influential and situational leadership style, knowledge can be solely utilized for the organizational development |

|  |
| --- |
| **Career Summary:** |
| Having solid working experience of 9 years in different com. and finance positions in different multinational and local large org. with job enlargement and enrichment as well as diversified job responsibility in Accounts, Finance, SCM, Vat, Tax, Revenue department. |

|  |
| --- |
| **Special Qualification:** |
| Knowledge of VAT, TQM, MS Word, MS Excel, Internet, Use SAP software, Petty Cash Management, Industrial Safety, OHSAS , TPM, Inventory Management, Procurement. |

|  |  |
| --- | --- |
| **Employment History:** | |
| **Total Year of Experience :** 9 Year(s) | |
| 1. | **Executive-Factory commercial ( February 1, 2012 - Continuing)** |
|  | **Marico Bangladesh limited.**  Company Location: Gazipur  Department: Commercial  ***Duties/Responsibilities:***  Processing of all Financial billing and monitoring the Financing activities. Supervised the overall function of cost & budget. Presented periodical financial position and performance report to the Management. Allocated monthly budget for expenses in system. Ensured proper documentation of bill & voucher. Reconciled the Accounts Receivable & Accounts Payable Statement. Planning & Organizing of Material Requirement. Maintaining a balanced Inventory with the request of Supply chain department. Preparing Monthly reports of RM, PM, FG, FOH and mass balance is sending to head office commercial and finance department. Ensuring timely stocks transfer to Depots &3P as per schedule. Monitoring daily all VAT activities like Purchase book, Sales Book, Current Register. Monitoring rebating entry input in SAP & day to day current account balance. VAT Reconciliation between VAT register and system. Facing Internal & External Audit. Responsible for Inbound logistic |
| 2. | **Executive-Commercial ( June 1, 2008 - January 31, 2011)** |
|  | **2) Fortune Zipper Ltd**  Company Location: Savar  Department: Commercial  ***Duties/Responsibilities:***  Daily Update VAT Activities like Purchase book, Sales Book, Current Register. Daily and Monthly Stock report of RM, PM, FG sends to head office commercial and finance department. Maintaining a balanced Inventory consistently with the request of Supply chain department. Controlled and follow-up overall financial & accounting activities Monitored & performed dealing with banking activities & Fund/cash management activities. Supervised the overall function of cost & Budget department. Make store purchase requisition and facing Internal & External Audit. Monitored material consumption for a specific product line. Ensured proper documentation of bill & voucher. Monitored received material and issue of Material. |

|  |
| --- |
| **Academic Qualification:** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Pas.Year** | **Duration** | | MBA | Finance & Banking | International Islamic University, Chittagong | CGPA:3.45 out of 4 | 2011 | Two years | | MBS | Management | National University | Second Class, Marks :55% | 2009 | 1 year | | B.com Hon`s | Management | National University | Second Class, Marks :56% | 2008 | 4 year | | PGDSCM | Supply Chain | Bangladesh Institute of Human Resource Management (BIHRM) | CGPA:3.63 out of 4 | 2014 | 9 Months | | HSC | Business studies | Ishurdi Govt. College. | Second Division, Marks :59.9% | 2002 | 2 years | | SSC | Business studies | Sara Maroari High School. | First Division, Marks :70% | 2000 | 10 years | |

|  |
| --- |
| **Training Summary:** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** | | Certificate Course on Supply Chain Management |  | Institute of Business Administration (IBA), University of Dhaka | Bangladesh | University of Dhaka | 2017 | Two Days | | Self-learning e-Course on Material Flow Cost Accounting,(ISO 14051) | Cost Accounting. | Asian Productivity Organization (APO). | Asia | Asia | 2014 | 4 months | | Microsoft Excel Training-2007/2010 | Getting Familiar with the Excel Interface, Handling Text with Formulas and Built in Tools, Diving into Formulas, Sorting & Filtering, Pivot Tables, Charting and SmartArt, Visual Impact | Bdjobs Training | Bangladesh | Bdjobs Training, BDBL Building (Level 19), 12 Karwan Bazar, Dhaka. | 2013 | 12 Hours | |

|  |
| --- |
| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Top Level Job | | Available For | : | Full Time | |  |  |  | |  |  |  | | Preferred Job Category | : | Bank/Non-Bank Fin. Institution, Commercial/Supply Chain | | Preferred District | : | Anywhere in Bangladesh. | | Preferred Country | : | Canada | | Preferred Organization Types | : | Multinational Companies, Group of Companies | |

|  |
| --- |
| **Specialization:** |
| |  |  | | --- | --- | | **Fields of Specialization** | **Description** | | * Commercial/Purchase | Knowledge of VAT, Inventory Management, Patty cash management, Logistic support, Team management. | |

|  |
| --- |
| **Language Proficiency:** |
| |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Reading** | **Writing** | **Speaking** | | Bangali | High | High | High | | English | Medium | Medium | Medium | |

|  |
| --- |
| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Md. Shahidur Rahman | | Mother's Name | : | Mst. Shahina Khatun | | Date of Birth | : | January 25, 1985 | | Gender | : | Male | | Marital Status | : | Married | | Nationality | : | Bangladeshi | | National Id No. | : | 7613952581022 | | Religion | : | Islam | | Permanent Address | : | Vill: Diar Baghail, Post: Diar Shahapur, Thana: Ishwardi, Dist: Pabna. | | Current Location | : | Gazipur | |

|  |
| --- |
| **Reference (s):** |
| |  |  |  |  | | --- | --- | --- | --- | |  |  | **Reference: 01** | **Reference: 02** | | Name | : | Dewan Tanvir Yar Chowdhury | Md Anisur Rahman | | Organization | : | GlaxoSmithKline(GSK) | Good Luck Eng Co. Ltd. | | Designation | : | Head of HR | Managing Director | | Address | : | Fouzderhat Industrial Area Dhaka Trunk Road, G.P.O. Box 53 Chittagong 4217 Bangladesh | Panthapath, Dhaka | | Phone (Off.) | : |  |  | | Phone (Res.) | : |  |  | | Mobile | : | +8801711523326 | 01199-803364 | | E-Mail | : | dewan.y.tanvir@gsk.com | anisurr@yahoo.com | | Relation | : | Professional | Professional | |  |  |  | | |