Date: 7th Feb, 2021

Head of Human Resources Division

Bangladesh Honda Private Ltd. (BHL)

East Tower (10th Floor), 111, Bir Uttam C.R. Dutta Road,

Karwanbazar, Dhaka-1205, Bangladesh.

**Subject: Application for the position of “Executive, Costing & Inventory Management”**

Dear Sir,

I got information from bdjobs.com that, Bangladesh Honda Private Ltd. needs an **“Executive, Costing & Inventory Management”.** Having your entire requirement for that particular post I feel that, I am the right person for that position and I can be the asset for your company.

For the following reasons I thing, I am the right person:

1. I have working experience at a Multinational Company (TNT Express, A multinational courier company).
2. Almost finished the MPF (Master of Professional Finance) program from Dhaka University and completed 500 marks from ICMA
3. I stay with my family nearby the factory located at Gazaria, Munshiganj (Around 2.5 Km far from Honda Factory).

So, please find my curriculum vitae attached below and provide me a chance to sit for the interview/written test so that, I can show my efficiency and competence.

Thanks and best regards



Md. Tauhidur Rahman

+8801689000088

# **Résumé**



# **Of**

# **Md. Tauhidur Rahman**

# 322/2, Daudkandi Bazar, Daudkandi, Cumilla

**Contact No: 01689000088**

**E-mail:**[**trsajib@gmail.com**](mailto:trsajib@gmail.com)

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| **Career Objective:** |

I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I want to excel in this field with hard work, perseverance and dedication. I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth.

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| **Working Experiences:** |

1. **Company Name : BRAC Bank Ltd.**

Cumilla Branch

Holding No. 682/615, Jhawtola, Cumilla

Designation : **Universal Service Officer.**

Duration : From 15th Apr, 2020 to till now.

* To provide support to the branch by providing general banking functions for servicing customers in accordance with the high standards of service quality of the bank.
* Account opening by ensuring compliance of Laws and Regulations, Regulatory requirements and internal policies and SOP.
* Issue check books, Debit Cards.
* Issue, Payment and Encashment of Fixed Deposit/DPS/PSS/Sanchopatra etc.
* Issue Payment Order.
* Services under BACH (Clearing & BEFTN).
* Provide remittance services (local & inward), locker services.
* To act as the primary contact person and resolves operational issues.
* Any other work as and when assigned by the Branch Manager.

1. **Company Name : Eastern Bank Ltd.**

Sonargaon Branch

Bhuiyan Plaza, Mograpara, Sonargaon, Narayangonj.

Designation : **Trainee Assistant Officer.**

Duration : From 04th Oct 2017 to till now.

Responsibilities:

* Ensure all clearing & collection, Cheque are properly crossed, endorsed & send to head office within dead line.
* Enter branch cash management (IBCM post then into the system)
* Error free cash transaction.
* Receive & process Cash & Cheque for transaction.
* Monitor cash counter limit according to insurance policy.
* Ensure cross checking of all voucher of all teller
* All type of remittance payment
* Providing product & service related valuable information to the customers.
* Customer service over cash counter like providing interest rate of deposit, required documents for opening account savings account and current account.
* Other documentation related works for audit purpose.

1. **Company Name** : **TNT Express (A Multinational Courier Company)**

House: 73, Road: 13/a, Block: D, Banani, Dhaka.

Designation : **Senior Executive-Finance**

Duration : From 1st May 13, to 30th Sep, 17 (around 4.5 years)

Responsibilities:

* Encashment of Inward Remittance and arrangement of Outward remittance, monthly return to BB and related works.
* Overseas Correspondence with principal in terms of monthly “Statement of Transactions (SOA)” related queries.
* Interacting with external auditors for financial statement preparation and financial audit on half-yearly basis as per new BB guideline.
* Management Reporting and update regarding new guidelines by BB/ NBR/ VAT circle.

1. **Company Name : Eastland Insurance Company Ltd.**

13 Dilkusha C/A, Dhaka – 1000.

Designation : **“Management Trainee”**

Duration : 2 Years 2 Months 15 days (from 15-02- 11 to 30-4-13)

Responsibilities:

* To open claim files against the client’s claims.
* To write survey appointment letters to the surveyors.
* To write letters to the clients wanting required documents.
* To receive the survey reports & to analyze the reports.
* To inform to the clients after settlement of claims, etc.

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| **Professional Degree (Continuing) :** |

* 1. **ICMAB** (500 Marks Completed).

ICMAB Bhaban, Nilkhet, Dhaka.

* 1. [**Master of Professional Finance (MPF)**](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=3&ved=2ahUKEwj04sGH2rncAhXLeX0KHaxKCCkQFjACegQICBAB&url=https%3A%2F%2Fwww.allpaperadsbd.com%2Fmaster-professional-finance-mpf-program-university-dhaka%2F&usg=AOvVaw2gk4zV2e9Z2q46prObUY9c)

(1400 Marks Completed out of 1600 Marks)

University of Dhaka.

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| **Academic Profiles:** |

**Master of Business Administration (M.B.A.)**

Major: Finance

Year: 2013

CGPA: 3.90 out of 4.00 scales **[First Class]**

Bangladesh University.

**Bachelor of Business Administration (B.B.A.)**

Major: Finance

Year: 2011

CGPA: 3.52 out of 4.00 scales **[First Class]**

Daffodil International University.

**Higher Secondary Certificate [Business Studies]**

Year: 2006

CGPA: 3.90 out of 5.00 scales **[First Class]**

Dr. Khandaker Mosharraf Hossain College, Comilla Board.

**Secondary School Certificate [Business Studies]**

Year: 2004

CGPA: 2.88 **(Except Optional Subject)** out of 5.00 scales **[Second Class]**

Daudkandi Pilot High School, Comilla Board.

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| **Skills & Competences:** |

* Strong interpersonal skills suitable for multicultural environment.
* Ability to work independently & in a team environment.
* Ability to lead the team under stress & can manage well to achieve the target within appropriate deadline.

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| **COMPUTER SKILLS:** |

* Strong computer skills particularly in the use of MS Word, MS Excel, MS PowerPoint, Photoshop, Internet Browsing.
* Skill of handling Computer Software.

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| **Personal Information:** |

**Father’s name** **:** Late. Md. Abdur Rahman Sarkar

**Mother’s name** **:** Selina Akter

**Permanent address** **:** Vill: - Changakandi, Post: - Daudkandi,

P.S.:- Daudkandi, Dist:- Comilla.

**Date of birth** **:** December 31, 1987

**Sex**  **:** Male

**Religion**  **:** Islam

**Marital status** : Married

**Nationality** **:** Bangladeshi (by born)

**NID No. :** 1913621820221

**Health**  **:** Sound

**Height** **:** 5`9`` (175.26 cm)

**Md. Shamsul Alam Sarkar.**

Senior Accounts Officer

Sadat Jute Industries Ltd.

7 gulshan avenue, Gulshan -01, Dhaka-1000.

Mobile: 01819425743, PABX: 9888698.

**A. K. M. Saiful Islam**

Senior Manager

Eastland Insurance Ltd.

13, Dilkusha C/A, Dhaka-1000

Contact No: 01817074558, PAB: 9564600.

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| **References:** |

**I, the undersigned, certify that to the best of my knowledge this resume correctly describes my qualifications and me.**



**Md. TauhidurRahman**