**Resume of**

**Md. Kamruzzaman**

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**Mailing Address:**

House # V-15, Nurjahan Road,

Mohammadpur, Dhaka-1207.

CellNo :(+88)01723-044923

E-mail: [kamruzzamanrasel111@gmail.com](mailto:kamruzzamanrasel111@gmail.com)

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| Career Objective: |

To work an organization where I can leverage my skills, work passionately and create sustainable business value. I am looking for an appropriate position where my knowledge and skill will make a significant contribution towards the corporate goal of the organization.

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| Job Experience: |

* **1st September, 2014 – At Present**

**Sr. Executive Officer (Commercial)**

**BLJ Bangladesh Corporation Ltd.**

**( A Japan-Bangladesh Joint venture Company)**

Major activities on behalf of the present company:

* Maintain a good relation with customer to successfully complete the project dealings.
* Preparing & maintaining all kinds of Export, Import & Govt. Cash Incentive related documents.
* Sound and practical knowledge on all kind of LCs(At Sight, UPAS, Deffered E.T.C) and Advance TT related Documents, Banking and Insurance Functions.
* Sound and practical knowledge about Import procedure, principal Communication- documentation and Customs clearance and LC amendments, endorsements and acceptance and about HS codes E.T.C.
* Checking PI & Invoices, Packing List & other related documents for Export/Importing goods.
* Maintaining and handle all of Banking and Corresponding with Bank and other regulatory concern regarding LC/TT or other Commercial related activities.
* Coast and time reducing for Export/Importing goods.
* Shipment schedule follow - up with Beneficiary, Transporter, Shipping Agents and C&F agents.
* All banking transaction handling to cooperate with the finance department.
* Sound Knowledge on Customs Act, UCP latest verson.
* Bond License Issuing and renewal procedure, UP Prepare & Issuing, In-Bond & Ex-Bond register and Customs Passbook Maintain.
* Mushok 6.3 Prepare, Monthly Vat Return Submission.
* License issuing & renewal of company.
* Ensure cost reduction by avoiding all kinds of wastage.
* Any other job assigned by the Management.

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| Academic Qualification: |

**Bachelor of Bangla Literature**

Institution : National University.

Subject : Bangla

Passing year : 2014

Result : CGPA 2.63(Out of 4.00)

**Higher Secondary School Certificate**

Institution : Thakurgaon Govt. College

Background : Science

Passing year : 2009

Result : GPA 3.40 (Out of 5.00)

**Secondary School Certificate**

Institution : Thakurgaon Govt. Boy’s School

Background : Science

Passing year : 2006

Result : GPA 5.00 (Out of 5.00)

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| Key Strength: |

Possess planning & organizing ability, interpersonal skills, and fluency in English Language. Have a history of quickly learning new tasks & trends and overcoming challenges through determination, knowledge & experience, sense of personal initiative and problem solving abilities. My special attribute’s consists of Energetic and Enthusiastic, Confident and Ambitious, Self-Motivated, Team Player, Quick-Learner, Leadership, Hardworking, Cooperative and Willingness to take Challenges, Capability on Correspondence. Ability to work in pressure, extremely liable employer, very sincere and committed towards job.

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| Training |

* Customs Bond training from Customs Bond Club ( 1st Batch 2020)
* Hotel & Tourism short diploma from National Hotel & Tourism Institute. (18th Batch, 2011-12)

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| Computer literacy |

* **Software:** ERP**,**Microsoft Office, Internet Explorer & Other Browsing Software.
* **Operating System:** Windows 7, Windows 8, Microsoft Vista &amp; Microsoft XP.

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| Language: |

* Appropriate command in both English and Bangla (both speaking & writing)

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| Personal Information: |

* Name : **Md. Kamruzzaman**
* Father’s Name : Md. Habibur Rahman
* Mother’s Name : Rashida Begum
* Date of Birth : 28.02.1992
* Nationality : Bangladeshi
* Religion : Islam
* Marital Status : Single
* Sex : Male
* Height : 5’4”
* Present Address : House # V-15, Nurjahan Road,

Mohammadpur, Dhaka-1207.

* Permanent Address : Vill : Vandara, P.O: Ranisankail

P.S: Ranisankail, Dist: Thakurgaon.

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| References: |

**AL IMRAN Kali Das Chandra Mondol**

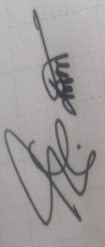
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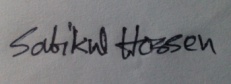
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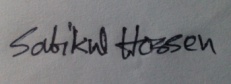
Rangpur Wasa Corporate Branch, Kawranbazar Dhaka.

Cell : (+88)01710-242332 Cell: (+88)01727-261570

"I certify that all information stated in this resume, is true and complete to the best of my knowledge. I authorize the employer to verify the information provided in this resume."



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Md. Kamruzzaman