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| |  |  | | --- | --- | | **MD.SUMAN MIAH** | E:\SUMON\SUMAN  DOCUMENTS\PERSONAL\14-11-2019.jpg | | Address: House no: 06 (3rd floor) Road no: 3/B, Sector no: 09 , : 1230, Uttara Model Town, Uttara, Dhaka 1230  Mobile No 1 :01820580061  e-mail : suman\_aub80@yahoo.com, sumanaub80@gmail.com | |

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| **Career Objective:** |
| To achieve the recognition as a competent professional by playing a vital role in the rapid progress of the organization with my professional skill, sincerity, integrity and true aspiration by delivering maximum potential effort to get things done. |

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| **Career Summary:** |
| Highly trained and experienced Commercial & Shipping Executive with more than four years of professional experience in the mentioned field. Seeking a challenging position as Commercial & Shipping Executive to enhance my knowledge and skills in a renowned organization. |

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| **Special Qualification:** |
| 1.Ability to persuade executives and business professionals  2.Possess excellent analytical and communication skills  3.Ability to determine success and failure of commercial enterprises  4.Familiar with international market trends and industries |

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| **Employment History:** | |
| **Total Year of Experience :** 4.2 Year(s) | |
| 1. | **Executive-Commercial & shipping ( August 1, 2017 - Continuing)** |
|  | **Twins Asia Limited (PDS Multinational group)**  Company Location: House-10.Road-12, Sector-06, uttara, Dhaka-1230.  Department: Commercial  ***Duties/Responsibilities:***  1. Export L/C Checking & amendment arrangement, All kind of L/C opening, transfer & others L/C related job.  2. Must have adequate knowledge on HS code, customs act, Import & export policy bond formalities and other related laws applicable for export & Import.  3. Export & Import documents preparation, checking, shipment & delivery follow-up.  4. Export proceed realization & PRC issue.  5. Mail communication with buyer, supplier & others concern.  6. Follow-up with export & Import forwarder.  7. SAP entry update.  8. Miro & billing, invoice, Inspection certificate preparation.  9. Communicating needs & objectives to managers & key personnel in procurement, logistics & distribution.  10. Providing accurate routing information to ensure that delivery times and locations are coordinated.  11. Working closely with suppliers and customers to improve operations and reduce cost. |
| 2. | **Assistant Accountant ( December 5, 2015 - July 30, 2017)** |
|  | **Asian Telecast Limited ( Asian TV)**  Company Location: House#60, Road#1, Block#A, Niketon, Gulshan-1, Dhaka.  Department: Finance & Account  ***Duties/Responsibilities:***  1. Preparation of monthly & yearly accounts.  2. Prepared receipts & payments accounts as monthly basis.  3. Preparation of various reports as per requirement of Management.  4. Preparation of Accounts for the purpose of Bank & maintenance of Bank Book.  5. Preparation of Bank Statement Reconciliation.  6. Maintain Tally ERP-9 Software Regularly.  7. Preparation of Daily Cash Book.  8. Preparation Of Monthly VAT Returns & Tax Calculation.  9. To supervise and review the work of the team in field level etc.  10. Preparation of reports as per requirement;  11. Maintain Daily Petty cash & Accounts Book. |
| 3. | **Intern ( February 14, 2013 - May 14, 2013)** |
|  | **United Commercial Bank Ltd**  Company Location : Satarkul,Uttar Badda,Dhaka  Department: General Banking  ***Duties/Responsibilities:***  Account opening,Customer service,clearing cheque receive,cheque issue Etc. |

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| **Academic Qualification:** |
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| **Training Summary:** |
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| **Professional Qualification:** |
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| **Career and Application Information:** |
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| **Specialization:** |
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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Md.Nazim Uddin | | Mother's Name | : | Momena Begum | | Date of Birth | : | December 27, 1990 | | Gender | : | Male | | Marital Status | : | Unmarried | | Nationality | : | Bangladeshi | | Religion | : | Islam | | Current Location | : | Dhaka | |

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| **Reference (s):** |
| |  |  |  |  | | --- | --- | --- | --- | |  |  | **Reference: 01** | **Reference: 02** | | Name | : | Mohammad Rezaul Karim | B.M Sinha | | Organization | : | Ministry of Commerce | Asian Telecast Limited (Asian TV) | | Designation | : | Joint Secretary | GM Finance & Accounts | | Address | : | Government of the people`s republic of Bangladesh | House-60,Road-01,Block-A,Niketon,Gulshan-1. | | Phone (Off.) | : |  | +88029852964 | | Phone (Res.) | : |  |  | | Mobile | : | 01718532976 | 01959129029 | | E-Mail | : | rezatax65@yahoo.com | sinha1967@gmail.com | | Relation | : | Relative | Professional | |  |  |  | | |

Signature:

Md.Suman Miah