

# MOHAMMAD RASEL

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## Career Objective:

To develop a professional career through delicately working in the highly competitive environment of a leading organization, where I shall get the opportunity to handle challenges and prove my commitment with the aim of professional advancement.

## Career Summary:

1. Assistant Company Secretary, Corporate Affairs, ACI Limited
2. Senior Officer, Department of Corporate and Legal Affairs, Corporate Office, HEIDELBERGCEMENT Bangladesh Limited
3. Executive, Grameenphone Ltd., Inbound Contact Center, Commercial Division, Dhaka.

## Special Qualification:

Ability to maintain service excellence ,Ability to work in teams as well as independently , Ability to work under pressure and for long hours ,Effective spokesperson ,Proven leadership and management skills

## Employment History:

Total Year of Experience : 5.0 Year(s)

### 1. Assistant Company Secretary ( December 29, 2014 - Continuing)

ACI Limited

Company Location: 245, Tejgaon Industrial Area, Dhaka-1208

Department: Corporate Affairs

#### Duties/Responsibilities:

1. RJSC for filing annual return of the Company
2. Assisting Company Secretary in Preparation and publication of company's annual report and accounts
3. Assisting Company Secretary organizing board meetings and AGMs and prepare and compile the meeting minutes
4. SEC, DSE, CSE, ICB, & General Share Holders for share related communicate.
  - a. Monthly Reporting.
  - b. Daily Corresponding Reply latter.
  - c. AGM, EGM. Half Yearly Report, & 3rd Quarter Report Preparation for paper add, Distribution through courier service & other venue.
5. Other Corporate Affairs and Company Secretarial related works given by the Company Secretary and Deputy Company Secretary
6. Custodian of the company's Basic Documents (MoA & AoA with Certificate of Incorporation, Registration from BOI, Shareholder Register, Register of Directors, Dividend Register etc.) and regular renewal accordingly
7. Regularly updating the Board of Directors via Company Secretary regarding the laws and regulatory changes. etc.

2. Senior Officer, Corporate and Legal Affairs ( January 25, 2013 - December 28, 2014)

HEIDELBERGCEMENT Bangladesh Limited

Company Location: Symphony, 6th 7th Floor, Plot: SE(F), Road 142, South Avenue, Gulshan-1, Dhaka-1212

Department: Corporate and Legal Affairs, Share Department

Duties/Responsibilities:

1. Daily Reporting to our Company Secretary about Share and corporate & legal affairs related job
2. Corresponding with DSE, CSE & SEC and general shareholders against their query letter,
3. Co-ordination and dealing with shareholders, Lost share certificates case prepared and solves it, Lost dividend warrants re-issue against shareholders complain letter, Share receiving for Name Transfer, Share Delivery after Name Transfer, Dividend Warrant Re-validated.
4. Dealing with BOARD OF INVESTMENT for Work-Permit, E-Visa, Registration, Technical Know-How Fees Approval etc.
5. Dealing with ENERGY COMMISSION for Power Plant, Amendment, and Renewal etc.
6. Corporate affairs and communication with the Govt. offices for licenses and permissions Amendment, Renewal, or update e.g. Chief Inspector of factory, Fire Service and Civil Defense, Chief Controller of Import and Export for IRC, ERC, Department of Environment, FBCCI, BGCCI, Large Tax Unit(LTU), etc.
7. RJSC for filing annual return of the Company
8. Assisting Company Secretary in Preparation and publication of company's annual report and accounts
9. Assisting Company Secretary organizing board meetings and AGMs and prepare and compile the meeting minutes
10. SEC, DSE, CSE, ICB, & General Share Holders for share related communicate.
  - (A) Monthly Reporting.
  - (B) Daily Corresponding Reply latter.
  - (C) AGM, EGM. Half Yearly Report, & 3rd Quarter Report Preparation for paper add, Distribution through courier service & other venue.
11. Working as a tax officer of the Company by preparing the withholding tax return and submitting the tax return to govt. tax office.
12. Issuing the TDS and VDS certificate to the suppliers of the Company for their tax deduction at source.
13. Other Corporate Affairs and Company Secretarial related works given by the Company Secretary.

3. Executive ( March 01, 2011 - December 22, 2012)

Grameenphone Ltd.

Company Location: Plot # 42 & 69, Nitol Niloy Tower, Nikunja North C

Department: Commercial Division

Duties/Responsibilities:

1. Dealing with Subscriber's complain and queries and request over the phone in a regular shift basis using several IT software.
2. Leading the team to meet up the product and service quality and sales target through defined procedures
3. Communicating with team and reporting performance in a regular basis
4. Monitoring team and handling problematic situations relating to the core job

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	Jagannath University	CGPA: 3.46 out of 4	2012	1 Year	-
BBA	Finance	Jagannath University	CGPA: 3.77 out of 4	2011	4 years	Academic Scholarship
HSC	Business Studies	National Ideal College	CGPA: 5 out of 5	2006	2 years	-
SSC	Business Studies	Rampura Ekramunnesa High School	CGPA: 4.5 out of 5	2004	2 Years	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Investment and Share Management	Share Market in Bangladesh and World, Fundamental Analysis, Technical Analysis, Valuation of Stock, Investment Awareness for the Investors	Dhaka Stock Exchange Ltd.	Bangladesh	Dhaka	2013	11 Days

**Professional Qualification:**

Certification	Institute	Location	From	To
Chartered Secretary (Final Level enrolling)	Institute of Chartered Secretaries of Bangladesh (ICSB)	Padma Life Tower, Bangla motor, Dhaka	January 08, 2014	Contituing

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Arabic	High	Low	Low

**Personal Details :**

Father's Name : Abdul Kader  
Mother's Name : Runia Begum  
Date of Birth : August 15, 1989  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill: Brahmondia, P.O: Agorpur, Thana: Babuganj, District: Barisal.  
Current Location : Dhaka

### Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammad Sanaullah FCS	Khandaker Habibuzzaman
Organization	: Singer Bangladesh Ltd	Square Group
Designation	: Company Secretary & Director, Corporate Affairs	Company Secretary
Address	: 5B, Road: 126, Gulshan-1, Dhaka-1212, Bangladesh.	Square Center, 48 Mohakhali C/A Dhaka- 1212, Bangladesh.
E-Mail	: sanaullah@singer.com	khandakarhabib@squaregroup.com
Relation	: Professional	Professional

### Declaration

I, the undersigned, declare that the information specified in this curriculum vitae is true to the best of my belief and knowledge and correctly describes my experience and myself.

Signature : 

Name : Mohammad Rasel