**The Resume**

**of**

**Abu Jafar Ali**

**Career Objective**

I look forward to a career that provides me an opportunity to improve my knowledge and personality, continuously in a challenging working atmosphere, which in the long run, makes a meaningful and worthy contribution to the organization and the society.

##### Job Experience

**1. Designation:** Assistant Manager-Share

**Organization:** RAK Ceramics (Bangladesh) Limited

RAK Tower (7th, 8th & 9th Floor), Plot# 1/A, Jasimuddin Avenue, Sec# 3, Uttara, Dhaka-1230, Ph: 58957393, 58952303

**Duration:** Since September 01, 2009 to continue

**2. Designation:** Asst. Manager-Share

**Organization:** Bangladesh Welding Electrodes Ltd.

Red Crescent Chamber, 87 Motijheel C/A, Dhaka-1000

**Duration:** Since May 06, 2007 to August 31, 2009

**3. Designation:** Sr. Officer (Accounts & Audit)

**Organization:** Sagar Chemical and Paint Industries Ltd. (Romana Paint)

1028/1, Malibagh Bazar Road, Dhaka-1217

**Duration:** Since March 23, 2002 to May 05, 2007

**Working Areas**

- To comply BSEC, DSE, CSE, RJSC and CDBL directive, query and others regulatory

requirements.

- To handle shareholders

- To assist the Company Secretary for arranging Board meeting and writing Notice & Minutes

- To assist the Company Secretary for preparing papers/documents for AGM/EGM

- To arrange/conduct the AGM and EGM with Company Secretary

- All kinds of IPO related works

- Maintained all kinds of statutory register

**Special Working Areas**

* Successfully completed Initial Public Offering (IPO) of RAK Ceramics (Bangladesh) Limited under the book-building method alongwith the Company Secretary.
* Liaison with Issue Manager, Underwriters, Bankers etc
* Liaison with post Issue Manager
* Handling all kinds of IPO related work
* Liaison with DSE and CSE for listing the Company with the exchanges

# Accounting Software System

* Share Management Software (Oracle)
* Share Management System (Fox Pro)
* Operate CDBL Software

**Professional Qualification**

**Chartered Secretary**: Qualified as Chartered Secretary from the Institute of Chartered Secretaries of Bangladesh (ICSB).

**Educational Qualification**

MBA (Major in Finance and Banking) :University of Science and Technology Chittagong

(Passing year 2010), CGPA: 3.66 out of 4

M. Com (Management) :National University (passing year 2001), 2nd Class

B.Com (Pass) :National University (passing year 1998), 2nd Division

HSC (Commerce) : Dhaka Board (1996) 2nd Division

SSC : Dhaka Board (1994) 1st Division

**Language Proficiency**  : Fluent in speaking and writing both in English and Bangali.

**Computer Skills** : MS. Word, MS. Excel, MS. Power Point, Internet Browsing etc.

**Interest** : To lead Group activities, working with communication field,

Novel reading and traveling

**Personal Biography**

**Nick Name** : Jafar

**Father’s Name**  : Iman Uddin Molla

**Mother’s Name**  : Mrs. Jahanara Begum

**Date of Birth** : 15 October 1979

**Religion** : Islam

**Nationality** : Bangladeshi

**Height** : 5’-5’’

**Weight** : 68 Kgs.

**Marital Status**  : Married

**Sex** : Male

**Cell Phone** : 01911-198242, 01730-315952

**Mailing Address**

**Abu Jafar Ali**

Asst. Manager-Share

RAK Ceramics (Bangladesh) Limited

RAK Tower (7th, 8th & 9th Floor)

Plot# 1/A, Jasimuddin Avenue

Uttara, Dhaka-1230

**Permanent Address:**

**Village** : Joydeb Pur

**Post Office** : Barankula

**P.S.** : Alfadanga

**Dist.** : Faridpur

###### Reference:

**1. Darul Awam Tuhin ACS**  **2. Md. Fakrul Islam**

Company Secretary Manager-VAT

Bengal Group Berger Paint (BD) Limited

Mob: 01913815158 Mob: 01716-598286

To the best of my knowledge the above mentioned information is true and I am aware about the fact that any misrepresentation of information might be treated as disqualification for me.

Date: (**Abu Jafar Ali)**