



Mohammad Shahadat Hossain



104,Mazir Ghat Road, East Madar Bari 29no, Ward, P.O: G.P.O-4000, P.S: Sadar Ghat, Chattogram



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CAREER OBJECTIVE

My objective to work in a dynamic position, which will provide me opportunities to utilize and develop my creativity, capability, sense of responsibility and qualifications to face different challenges on a daily basis. I want my hard work and experiences to lead me to potential leader of organization and also have a willing to make myself a potential leader of the organization, society and nation.



LANGUAGE PROFICIENCY

- ❖ Bangla (Mother Tongue)
- ❖ English (Fluent) both in speaking and writing



COMPUTER SKILLS

- ✓ **Operating System:** Windows 98, 2000, XP Professional.
- ✓ **Software Application:** MS Word, Excel, Power Point, Internet browsing an E-mail.



WORK EXPERIENCE

1. NMC BANGLADESH LIMITED (International Freight Forwarder, NVOCC & Shipping Agent)

09 February 2019 TO TILL NOW.

Designation: Executive

Department: Import (Documentation & Customer Service)

Key Responsibility:

- To received Import Sea shipment Documents (Pre-alert FCL, LCL, and Project cargo) from the Agent of various Loading Port.
- To follow up Mother & FDR Vessel Arrival info.
- Submit online Manifest to the Custom ASYCUDA SYSTEM at the time of Vessel Assigned by the local carrier/Shipping line.
- To follow up Import Shipment (FCL,LCL) current status and serve the Arrival notice to the Importer/Consignee once the vessel arrive at destination Port.
- Correspondence with Foreign Agent about shipment queries and update to them accordingly.
- Following up Customs & Port for import shipments if any issue raised to solve for clearance.
- To contact with C&F agent and follow up cargo delivery status.
- Follow up with shipping line, Custom clearance & Freight Forwarding for smooth operation.
- Ready to do any other tasks assigned by the management.



PERSONAL INFORMATION

Father's Name : MD. SHAMSUL HOQ

Occupation : OWN BUSINESS

Mother's Name : GULJER BEGUM

Occupation : Home-Maker

Permanent Address: 104,Mazir Ghat Road, East Madar Bari 29no, Ward, P.O: G.P.O-4000, P.S: Sadar Ghat, Chattogram

Date of Birth : April 19, 1993

Nationality : Bangladeshi (by birth)

NID No : 19931592829000184

Religion : Islam

Marital Status : Married

Blood Group : O+ve

Height : 5' 9"

2. Pacific Jeans Limited

01 JANUARY 2016 TO 31 JANUARY 2019.

Designation: Executive

Department: Commercial (Import)

Company Location: EPZ, Chattogram

Key Responsibility:

- Receiving PI, PO, Sales contact and checking if it is all in order as per requirement.
- Prepare LC to submit Bank on time and share to the concerned dept once transmitted.
- Contact supplier and follow up shipment status (sea, air, local).
- Applying IP (Import Permit) to BEPZA. Contact with BEPZA Eng Department or commercial department if required.
- Inform Senior Management for any dispute found.
- To follow up with shipping agent for vessel arrival status.
- To follow up with C&F agent for goods release purpose.
- Maintain Bank Transection Day to day.
- Follow up goods inhouse status in order to production line operate smoothly.
- Every day to do report submits to the higher authority.

3. PARK (BANGLADESH) CO, LTD

01 March 2014 TO 31 Dec 2015.

Designation: Executive

Department: Production

Company Location: KEPZ , Chattogram

Key Responsibility:

- To handle worker on Line wise in order to smooth production as per Buyer requirement.
- To achieve daily target required by the Management.
- Attend daily meeting before starting the production.
- Submit Daily production report to the senior.



TRAINNING SUMMARY

✓ **Institute** : New Horizon Computer Institute

✓ **Course Title:** Certificate of Computer Studies

✓ **Topic** : Hardware

✓ **Duration** : 6 months



ACADEMIC CREDENTIALS

PERSONAL STRENGTHS

- ✓ Confident & Positive, willing to accept responsibilities
- ✓ Willing to work for the best for an organization
- ✓ Open minded in adapting new and challenging situation.
- ✓ Able to work in a team and can maintain effective relationship.

REFERENCES

1. SUMAN KUMAR BAIDYA

Income tax & Legal Consultant

Mob: 01676962706

2. MR. Abdulla Al Faisal

Manager

Ministry High Tech Inst Co Ltd

Cell: 01818401950

- ❖ 2016 **MASTER OF BUSINESS ADMINISTRATION (MBA)**
Haji Mohammad Mohsin College
Major Field of study: Management
CGPA: 2.34 (Out of Scale 4.0)
- ❖ 2013 **BACHELOR OF BUSINESS STUDIES (BBS)**
Islamia Degree College, Chittagong
Major Field of study: Business Studies
CGPA/Division: 2nd Class
- ❖ 2010 **HIGHER SECONDARY CERTIFICATE (H.S.C)**
Islamia Degree College, Chittagong
Major Field of study: Humanities
CGPA: 3.10 (Out of Scale 5.0)
- ❖ 2008 **SECONDARY SCHOOL CERTIFICATE (S.S.C)**
Pathantoly City Corp, boy's High School
Major Field of study: Business Studies
CGPA: 3.25 (Out of Scale 5.0)



PROCLAMATION

I do hereby certify that the above particulars information provided here are true and no misinformation given.

MD SHAHADAT HOSSAIN