



## 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 and E-mail.



## Mohammad Shahadat Hossain

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## 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"



## TRAINING SUMMARY

✓ **Institute** : New Horizon Computer Institute  
✓ **Course Title:** Certificate of Computer Studies  
✓ **Topic** : Hardware  
✓ **Duration** : 6 months

### 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 Transaction 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.



## 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



## ACADEMIC CREDENTIALS

- ❖ 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: 2<sup>nd</sup> 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 Copr, 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**