

Curriculum Vitae

Md. Hamidul Islam

🏠 : 96/A, Sharat Chandra Chakrabarty Road; Armanitola; Dhaka-1100.

📞 : 01670621222, 01911868014.

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Career Objective: _____

To have a secure position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of Finance or Accounting where extensive experience will be further developed and utilized.

Working Experiences: _____

⊕ **Commercial Executive**

March 2018 to Present

Department of Finance & Accounts

Mecca Multilayer Limited

Job Responsibilities:

- ➔ Receive documents against an L/C form our advising bank
- ➔ Review and file the L/C copy with its documents
- ➔ Receive Quotations and Cash Memos from our suppliers for purchasing raw materials
- ➔ Create Cash Memos or Money Receipts for the clients in order to make the payments
- ➔ Write Forwarding Letters against an L/C
- ➔ Deliver suppliers and L/C documents, forwarding letters etc. to bank
- ➔ Work on bank loan purposes
- ➔ Maintain different registers of accounts, banking transactions and L/Cs'

Key Achievements:

- 👉 Acquire knowledge and work on online business software- “**ERP Software**” which works as an online server for any business.

⊕ **Executive – Business Operations**

August 2016 to February 2018

Department of Business Operations

Pakur Limited

Job Responsibilities:

- ➔ Manage projects by communicating with freelancers or translators to provide them translation and other jobs.
- ➔ Database preparation to collect information of potential customers and contact with them.

- ➔ Deliver the completed projects to the customers.
- ➔ Regular checking of the Linguists Response form of the applicant to conduct test translation for the applied translators.
- ➔ Train freelancers the translation software for translating projects.
- ➔ Translate different job like- Marriage Certificates, Divorce Certificates; Transcription, Sub-titling etc.

Key Achievements:

- ✚ Acquire knowledge about different online translation software like- “CAT-Wordfast Anywhere”, “SDL Trados”; “Localization Software (LS)”; “Synonymous” etc. and made some tutorial videos of them and published them in Youtube.
- ✚ Learn about various Google Drive applications.
- ✚ Obtain skills and knowledge on Search Engine Optimization (SEO) and Forum Posting.
- ✚ Evaluate and score different English efficiency tests of visa applicants applied for permanent USA visa and recordings of interpreters of different courtroom hearing of USA courts
- ✚ Have some additional skills on article writing.
- ✚ Learn about Localization Software (LS) and Synonymous to translate projects for 1xBet

⊕ **Intern**

June 2016 to August 2016

Department of General Banking

Jamuna Bank Ltd., Islampur Branch

Job Responsibilities:

- ➔ Check the required documents of L/C.
- ➔ Calculate the advising charge and the interest for the party.
- ➔ Call the party to inform about acceptance or discrepancy of his documents.
- ➔ Close the entries from registers which are being paid and interest and other things charged by the bank.
- ➔ Check the balances of accounts from which the customers need to withdraw money.
- ➔ Arrange Supplementary Papers with their vouchers and Daily Clean Cash Book with the amounts of Supplementary Papers from Cash Vouchers.
- ➔ Fill up Inward Registration daily.
- ➔ Provide cheque with given procedures for the customers who request cheque for their accounts.

⊕ **Intern**

September 2013 to December 2013

Foreign Exchange Department

National Bank Ltd., Motijheel Branch

Job Responsibilities:

- ➔ Check the required documents of L/C.
- ➔ Calculate the advising charge and the interest for the party.

- Call the party to inform about acceptance or discrepancy of his documents.
- Put seals of LDBC and endorsement seal on the bill of exchange papers and on the back of Delivery Challan also put advising and Lien seal on the L/C.
- Put entries in the registers of LDBC, LDBP and Advising.
- Close the entries from registers which are being paid and interest and other things charged by the bank.
- Write forwarding letter for the party etc.

Academic Records:_____

⊕ **Masters of Business Administration (MBA)**

Jagannath University (JNU)
Major in Accounting & Information Systems
CGPA of 3.40 out of 4.00 scales
Completion Year: 2016

⊕ **Bachelor of Business Administration (BBA)**

American International University- Bangladesh (AIUB)
Major in Accounting & Finance
CGPA of 3.73 out of 4.00 scales
Completion Year: 2013

⊕ **Higher Secondary Certificate (HSC)**

Dhaka Imperial College-Dhaka Board
Group: Business Studies
GPA of 4.50 out of 5.00 scales
Completion Year: 2009

⊕ **Secondary School Certificate (SSC)**

Ahamed Bawany Academy High School & College-Dhaka Board
Group: Business Studies
GPA of 3.94 out of 5.00 scales
Completion Year: 2007

Communication and Leadership:_____

- ⊕ Have an IELTS Certificate with a cumulative score of 6.5.
- ⊕ Good command in both Bengali and English (written & spoken).

Extra-Curricular Activities:_____

- ⊕ Have an IELTS Certificate with a cumulative score of 6.5.
- ⊕ Done Spoken English Course from “**Candle Light Coaching Center**”.

Academic Project Works:_____

- ⊕ 1st runners up at “**Future Market Planners 2011**”organized by American International University-Bangladesh for the course-Marketing Management.

Computer Skills: _____

- ⊞ Have basic expertise in operating system windows 98 to windows 10 and Microsoft Office 2003-2013.
- ⊞ Have fluent typing speed and Internet access.

Abilities: _____

Able to work well as part of a team or as an individual with strong communication skills in my relevant field. Have the communication skill to handle clients, executing accounts and finance related tasks and providing overall services to the higher management being within my job responsibilities. Have the ability to do hard work with a good knowledge on Finance and Accounting.

Personal Information: _____

Father's Name : Md. Akbar Ali
Occupation : Business
Mother's Name : Mrs. Hamida Khanam
Occupation : Homemaker
Date of Birth : 31.03.1992
Nationality : Bangladeshi
Religion : Islam
Blood Group : O+
NID No. : 595 750 6354
Passport No. : BK 0629455
Permanent Address : 121, Razzab Ali Sardar Road, Jurain. PO- Gandaria, PS- Shyampur; Dhaka-1204.

References: _____

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| 1. Mr. Md. Shahin Siraj
Senior Assistant Secretary (PS to the Chairman)
University Grants Commission of Bangladesh
Agargaon, Sher-e-Bangla Nagar
Dhaka-1207, Bangladesh.
Contact: 01715-616152, 880-2-8181616
Email: shahinugc@gmail.com | 2. Mr. Md. Masud Hossain
First Assistant Vice President
Jamuna Bank Ltd. Paltan Branch
59/2, Surma Tower, Motjheel, Dhaka 1000,
Bangladesh.
Contact: 01717-091515.
E-mail: pakur.ltd@gmail.com |
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Declaration: _____

I am certifying that this resume correctly describes my biography and my education.

Md. Hamidul Islam