

**RÉSUMÉ
Of
ShafayetMohsin**



Contract Detail

Mailing Address : Flat# A2, 3rd Floor, Ka, 61/10, Kalachandpur, Gulshan, Dhaka-1212
Cell Number : +8801971002860, +8801647786869
E-mail : shafayet42@gmail.com, shafayetratul2@gmail.com

Career Objective

To obtain a position in an organization where is an opportunity to work in an environment of excellence and passion and where honesty, commitment, hard work and performance are the key factors for career development.

Current Employment

Organization : Capital Logistic & C-Express Ltd
Designation : Executive(Operation&accounts)
Location : Road # 13 House#39, Banani, Dhaka
Duration : 12 November, 2017to17 September, 2011

Previous Employment

Organization : Pacific Bangladesh Telecom Limited
Designation : Senior Executive (Customer Care Division)
Location : 14, Mohakhali C/A, Dhaka-1212
Duration : 01stNovember, 2011 to 6th May, 2015.

Organization : Hong Kong Shanghai Manjala Textiles Ltd.
Designation : Commercial Officer
Location : Road # 11, Banani, Dhaka-1212
Duration : 01stJanuary, 2010to10thNovember, 2011

Organization : Andmore Inc.
Designation : Executive (Accounts)
Job Location : House No: 29, Road No: 13, Baridhara, Dhaka
Duration : 01stMay 2016 to 11th November

Employer : Jamuna Bank Limited
Designation : Internship
Duration : June 2010 to September 2010

Education

Earned Degree: Masters of Business Administration (MBA)
Institution: South East University
Passed Out: 2016
Major: Finance
CGPA: 2.93 (4.00 Basis)

Earned Degree: Bachelor of Business Administration (BBA)
Institution: American International University-Bangladesh
Passed Out: 2012
Major: Finance.
CGPA: 2.89 (4.00 Basis)

Earned Degree: Higher Secondary Certificate (HSC)
Institution: Govt. Shaheed Bulbul College, Pabna
Result: 3.20
Group: Science
Passed Out: 2006

Earned Degree: Secondary School Certificate (SSC)
Institution: Pabna Zilla School, Pabna
Result: 3.44
Group: Science
Passed Out: 2004

Job Descriptions

- Check order list over the C express apps& input for Delivery Dispatch in our sharing Google DOC
- Previous Dock entry check & correction
- Undelivered Products sorting report & follow up with the customer
- Check the Return to Merchant product & Inform to the customer
- Cash Collection for Delivery Personnel
- Preparing Cash Report for Account Department
- Total Cash Handover to accounts in daily basis
- Submit daily Report Delivery, Pick Up, revenue about total Delivery to accounts department.
- Preparing monthly riders report for their incentive to accounts department

Interpersonal Skills

- A. Ability to work in group
- B. Always open to suggestion, advice and guidance
- C. Quick adaptability with surrounding and sudden change of environment

Computer Literacy

Word Processing	:	MS Word
Spreadsheet	:	MS Excel
Graphics	:	MS Power Point

Language

Excellent spoken, written and comprehension skills both in Bangla and English.

Personal Information

Father's Name	:	Md. Mohsin Ali
Mother's Name	:	Salma Mohsin
Date of Birth	:	26 November 1989
Nationality	:	Bangladeshi
Religion	:	Islam
Marital status	:	Single
Voter ID card No	:	6443984601

Reference

Mirza Mohammed Mamun Sadat
Joint Commissioner
National Board of Revenue
Circle-90 (Companies), TAX Zone-05
28/F SegunBagicha, Dhaka.
E-mail: mirza_mmsadat@yahoo.com
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Mustaque Ahmed
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Signature

