



Mr. MD. AL-AMIN

PERSONAL DETAILS

Reference No.	CV-IT-792184-25
Country of Residence	Bangladesh
Surname	AL-AMIN
Given Name	MD.
Date of Birth	Friday, 01 Jan 1988
Gender	Male
Marital Status	Married
Religion	Islam

PASSPORT DETAILS

Passport Number	
Nationality	Bangladesh
Date Of Issue	Wednesday, 18 Oct 2023
Date Of Expiry	Monday, 17 Oct 2033
Place Of Issue	DIP/DHAKA

PHYSICAL INFORMATION

Height 5 feet. 3 inche

Weight 65 kilograms

No, I Don't have any physical disability or serious illness.

No, I Don't have any scars, marks or tattoos.

EDUCATION INFORMATION

Highest Level of Education Graduate

School/College/University Name Shohid smrity degree collage.

Passing Year 2014

PROFESSIONAL QUALIFICATIONS

Institute Name National Youth Training c

Course Title Diploma In Computer Science & Technology

Passing Year 2011

LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
English	Fair	Excellent	Well
Hendi	Excellent	Fair	Excellent
Bangla	Excellent	Excellent	Excellent

EMPLOYMENT HISTORY

Year Of Exprience 13.11 Year(s)

Background

Fair cot Bangladesh Limited (Cotton searching) Admin & Commercial Duties/Responsibilities: * Preparation of offer letter for buyer at fixed market price. * Send the offer letter via email or hard copy as soon as possible. * To collect quotation and prepare comparative statements for management decisions * Generate daily, weekly and monthly sales report and storing it in a register. * Any other responsibilities assigned by the management. Sarah Composite Mills Limited (Composite Jut Mills) Duties/Responsibilities: Accounts : * Make Payment and receive of cash efficiently, flawlessly, within shortest possible time. * Maintain Customer Satisfaction by ensuring Service Excellence in Cash Area. * Ensure day to day activities in maintenance of Cash, Reconcile of ATM etc. * Always stay alert to detect fraudulent transection, fake notes and money laundering. * Carry out other responsibilities as may be required time to time by the competent authority. Admin : * Publish and remove job ads. * Schedule job interviews and contact candidates as needed. * Good skills on computer software, hardwear and networking to maintain servers and employee support. * Monitor staff performance and attendance. * Proper knowledge about recruitment, training & counseling, orientation program etc. * Need to look after IT-related support for e-commerce structure. * Prepare company salary sheet Softwear. * Able to complete any other task assign by Management time to time. Badsha Group of Company (Yarn, Fabric & Sweaters) Duties/Responsibilities: Commercial Dept (4 Years). * Prepare the original documents according to the buyer requirement for submitting to bank for collection of export proceeds. * Prepare the pro-forma Invoice according to the PO Sheet in favor of Buyer OR Buying House. * Prepare the all-Export Related documents. * Submission of BL draft to the forwarder through mail & online & confirmation the BL status with the forwarder and collection the original BL. * Should be able to send/submit necessary documents to the buyer/buying house for issuance of IC, collection of IC & other related documents as well. * Should have knowledge in Cash incentive related work. To work in leading company / organization / institution where jobs would be more challenging. I have 13.11 years job experience on (Admin, Accounts, Commercial (Export) and Estate & Legal Department. MD. AL-AMIN (KHAN) alaminland25@hotmail.com e-mail : akash.khan25@live.com Continuing Estate and Legal Deptment. * Ensure land measurement, land mutation land registration, land ownership, land related papers/ document and other assets of BRAC. * Coordinate pending Civil & Land related cases/suits in

Latest Company	KAMAL YARN LIMITED (A company of Badsha Group of Industries)
Telephone No	+88 09 609 222888
Address	Kamal Yarn limited. Estate & Legal Department, Phoenix Tower (2nd Floor), 408, Tejgaon Industrial Area Dhaka-1208
Date Of Join	2011-06-10
Last date at Job	

EXPERIENCE CERTIFICATIONS

Certifications

i am working till now in this company so i am showing my salary certificate

i am working till now in this company so i am showing my office iD

NOTE:-

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.