

Resume of Showmik Shaha

60, Sabujbagh (3rd Floor), Bassabo, Dhaka-1214, Bangladesh.

Contact No: +8801915012153

E-mail: showmikdexter@yahoo.com



Career Objective

To serve a well-reputed organization in a suitable position having the intention to work in an excellent and friendly working environment and eventually to take greater responsibilities by my knowledge, technical skills and analytical aptitude to face the challenges of time and to build up my own career as well.

Communications & Leadership Skills

- Fluent in Bengali and English – both verbal & written.
- Capable of conducting multimedia presentation.
- Efficient in documentation and writing reports.
- Proficient in negotiation and managing people to get things done; can work in a team as well as lead others of the team.
- Documentation and Preparation of L/C open, export, import, clearing & forwarding.
- Conversation with foreign representative, Bank reconciliation statement.
- L/C, delivery related information update on import status.
- Correspondence and follow up on with local and overseas supplier, bank for on time.
- Follow-up with C&F agent and forwarder for on time import clearance.
- Update daily report on import clearance.
- Perform any task given by the Management.

Educational Background

Degree	Institution	Board	Subject	Result	Completion Year
Masters of Business Administration (MBA)	Independent University, Bangladesh (IUB)	-	-	3.10 out of 4.0 scale	Appeared
Bachelor of Business Administration (BBA)	American International University-Bangladesh (AIUB)	-	Operations Management	3.35 out of 4.0 scale	2016
Higher Secondary School Certificate (HSC)	Dhanmondi Ideal College	Dhaka	Science	3.30 out of 5.00 scale	2013
Secondary School Certificate (SSC)	Motijheel Model High School & College	Dhaka	Science	5.00 out of 5.00 scale	2009

Training Summary

Training Title	Topic	Organization	Location	Year	Duration
Internship	Commercial Strategies of TVS Auto Bangladesh Ltd.	TVS Auto Bangladesh Ltd.	Dhaka	2016	3 Months

Computer Proficiency

- Operating System : Windows 10, Windows 8, Windows 7, Windows XP
- Application Packages : MS-Word, MS Power point, MS-Excel.
- Internet & others : Browsing, E-mail, Familiar with internet application.

Extra Curricular Activities

- Assistant Marketing Unit Head at AIUB Performing Arts Club (APAC).
- Actively participating in the poster competition on “Raising Awareness by Addressing the Social Problems” held at American International University- Bangladesh (AIUB).
- Awarded Certificate for outstanding performance and contribution towards AIUB Performing Arts Club (APAC).

Personal Details

- Date of Birth : 27th January, 1994
- Father’s Name : Arun Kanti Shaha
- Mother’s Name : Alpana Rani Shaha
- Nationality : Bangladeshi
- Religion : Hinduism
- Marital Status : Single
- Blood Group : B+
- Permanent Address: 115/6, West Kandapara, Narshingdi.

Declaration

I declare that the above mentioned information is correct to the best of my knowledge.

References

Biplob Kumar Roy

Chief Executive Officer (CEO)
TVS Auto Bangladesh Ltd.
306, Tejgaon I/A, Tejgaon
Dhaka, Bangladesh.
Mob: 01919336146
E-mail: biplob@tvsab.com.bd

Tamanna Islam, PhD

Assistant Professor
Department of Operations Management
Faculty of Business Administration
American International University-Bangladesh
Mob: 01796587508
E-mail: tamanna.islam@aiub.edu

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