

## **Rubaiyat Redwan Ahmed**

House 33, Road 12/2, Block-F, Niketan Housing Society, Gulshan-1, Dhaka-1212

Cell: +88 0197 763 7637

Email: [rubaiyat.redwan@gmail.com](mailto:rubaiyat.redwan@gmail.com)

LinkedIn: <https://www.linkedin.com/pub/rubaiyat-redwan-ahmed/62/720/96a>



### **Career Objective**

---

To pursue a challenging position with a prestigious organization, where my business knowledge, experience and skills will contribute towards the growth and success of the company as well as my career.

### **Profile**

---

A Business graduate with Masters in Finance having a wide range of knowledge and versatile quality in various fields. Seeking to combine the versatility and academic knowledge to apply in the work field.

### **Educational Qualification**

---

#### **Masters in Finance**

Year : 2015

CGPA : 3.56

University : Taylor's University, Malaysia

#### **BBA (Major in Accounting & Finance)**

Year : 2013

CGPA : 3.70

University : American International University - Bangladesh

#### **Higher School Certificate (H.S.C)**

Year : 2008

Group : Business Studies

GPA : 4.30

Institution : Notre Dame College

#### **Secondary School Certificate (H.S.C)**

Year : 2006

Group : Business Studies

GPA : 4.75

Institution : Birsreshtha Munshi Abdur Rouf Rifles College

## Experience

---

1. Presently serving as **Executive-Finance & Accounts**  
**Navana Group (Navana Construction Ltd & Navana Real Estate Ltd),**  
Duration: 1<sup>st</sup> April 2017 till Present

### **Duties & Responsibilities:**

- Assist to arrange Long-term and short-term Loans from Financial Institutes. Work includes correspondence, letter writing, Documentation & submission for new Loan and Renewal of existing Loan
- Making correspondence for L/C Issuance , Amendment, Import Document Collection, L/C Payment with various Banks
- Bank Guarantee & PG related work, namely issuance and renewal
- Preparation of L/C, B/G & Liability Position and giving voucher entries in ERP
- Preparing Projected Financial Statements
- Prepare Corporate Finance Report
- Any other job as assigned time to time by Management.

2. Served as **Field Operation Officer**  
**Japan Tobacco International & Dhaka Tobacco Industries**  
Duration: 25<sup>th</sup> August 2016 till 20<sup>th</sup> March 2017

### **Duties & Responsibilities:**

- Proper Distribution, Coverage, productivity, Visibility and merchandising.
- Depot and Distributor management and development.
- Own field-force management and development, performance management and monitoring for Field-force.
- Preparing Sales Analysis Report like Forecasted Sales and Sales Performance Report
- Implement trade and brand marketing program and innovation management.
- Ensure the proper and correct execution of sales, discount and trading terms determined by the company

3. Served as **Assistant Manager (Accounts)**  
**Rashed Kanchan Corporation**  
Duration: 13<sup>th</sup> June 2015 till 18<sup>th</sup> August 2016

### **Duties & Responsibilities:**

- Creating Salary statement, Receivables and Payables Statement
- Creating Project Quotation & Budgeting
- Any other job as assigned time to time by Management.

## Other Qualifications

---

1. Completed **Internship in Standard Bank Ltd** Mohakhali Branch Dhaka for 3 months (From February 13, 2013- May 29,2013)
2. Completed **IELTS** with a overall band score of 7.5

## Seminars

---

TAYLORS-OXFORD ENTREPRENEURIAL LEADERSHIP PROGRAM, MANSFIELD COLLEGE, UNIVERSITY OF OXFORD

## Academic Project Works

---

Project paper on “Currency Intelligence Report on USD/JPY”  
Report on Monetary Policy of Honduras

## Other Specialisations

---

Microsoft Office  
Interpersonal communication skills

## Language Proficiency

---

Bangla, English, Hindi

## Personal Information

---

Full Name: Rubaiyat Redwan Ahmed  
Date of birth: 12<sup>th</sup> April, 1990  
Father’s Name: Dilip Ahmed  
Mother’s Name: Shamim Ara Begum  
Marital Status: Married  
Nationality: Bangladeshi  
Permanent Address: As Above

## References

---

Md. Mizanur Rahman  
AGM (Finance & Accounts)  
Navana Construction Ltd  
Phone: +88-01819497897

Dr. Fadzlan Sufian  
Professor  
Taylor’s Business School, Taylor’s University  
E-mail: fsufian@gmail.com  
Phone: +6-0192283421



Signature  
Rubaiyat Redwan Ahmed