



Md. Galib Hasan

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OBJECTIVE

Apply my working experience, education, interpersonal skills, creativity, and above all my learning experiences to build my career as a business professional and accomplished in financial and business process performance analysis with highly organized, effective leader and communicator.

WORKING EXPERIENCE

From October 2019 to Present – VX Services Limited

Procurement & Finance Officer

- Input, analyzed and reported on data covering all aspects of procurement operations
- Developed and strengthened supplier relationships
- Built relationships with vendors to negotiate ideal terms for purchases, refurbishing work as well as equipment and machinery restructuring
- Evaluated internal needs and developed plans for maintaining optimal supply levels
- Budgeting for RFQ and submit for tender as per required.

From May 2016 to September 2019 (3 Years & 4 Months) – Media Axis/Carat

Executive in Finance & Operation Dept.

- Handle petty cash and day to day Financial Operations
- Working on several clients account like Banglalink, Standard Chartered Bank, Yellow, Bangladesh Honda Pvt. Ltd., TV Channels, Radio Channels, Print Media and Digital Ad Networks
- Issuing VAT Challan – 6.3, 16, 17, 18, 9.1 and Treasury Challan
- Making Estimates, Work Orders and Invoices to clients and Vendors
- Assist and coordinate (monthly/quarterly/annual) financial reports and bank reconciliation
- Making declaration, Party Ledger and Payment Plan
- Working on Outward Remittance Process through Bangladesh Bank for Digital Campaign in Facebook and Google

From September 2015 to December 2015 (3 Months) – Wartsila Bangladesh Limited

Intern in Supply Chain Management Dept.

- Collaborate with supply chain, finance, operations, customers service and sales team to determine best vendors and distributors
- Recommending purchasing goods, supplies and service to meet supply chain goals

EDUCATION

2015	MBA	Finance	3.60/4.00	American International University Bangladesh
2014	BBA	Accounting & Finance	3.72/4.00	American International University Bangladesh
2009	H.S.C	Business Studies	4.30 / 5.00	Dhaka Commerce College
2007	S.S.C	Business Studies	4.19 / 5.00	Dhaka Shikhsha Board Laboratory Collage

PERSONAL ASSESSMENT

- Good at communication, committed and dedicated, quick adaptability in working environment and work process
- Able to take challenges and can accommodate at any given situation
- Honest, Optimist, confident and friendly by nature
- Willing to learn and build up career by accepting responsibilities on all aspects
- Having skills in team work and presentation

COMPUTER SKILLS

Operating Systems: Windows
Microsoft Office (Word, Excel, Power Point)

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	Medium	Medium	Medium

AREA OF INTEREST

- Travelling
- Cycling
- Photography

PERSONAL DETAILS

Date of birth 15th December 1992
Father's name Md. Forman Ali Shah, Joint Director (Retd),
Bangladesh Bank, Head Office, Dhaka
Mother's name Rebeka Sultana, Housewife
Nationality Bangladeshi
National ID 328 683 5362

REFERENCES

Md. Jafrul Haque
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Signature



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