

Moinul Hossain Chowdhury

MBA in Finance (AIUB)

B.S.S (Hon's), M.S.S in Economics (National University)

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Present Address: House No. 29, Road No. 10, Nikunja-2, Khilkhet, Dhaka.

Permanent Address: Village- Zamadar Gram, P.O-Mattabarhat, P.S-Joranganj,
Upozilla- Mirsharai, District- Mirsharai.

Experience:

➤ **Omera Petroleum Limited**

Coordinator, Regional Distribution Center

October 17, 2018 to Present

Duties/Responsibilities:

- Act as the official representative of OPL in the distribution center.
- Facilitate product receiving and product delivering.
- Issue delivery Challans & VAT Challans.
- Maintain VAT registers & stock registers.

➤ **Aviation Support Limited**

Executive Officer (Operations)

April 25, 2018 to July 02, 2018

Duties/Responsibilities:

- Collects overfly & Landing permits from Civil Aviation Authority of Bangladesh (CAAB) for Technical or Non-schedule flights inbound/outbound from Bangladesh.
- Assist in ground service both non-schedule passenger and cargo flights.
- Giving necessary support to aircraft crew, passengers.
- Maintaining accounts general ledger.
- Management of Accounts Payable & Accounts Receivable.
- General office Administration.

➤ **Midland Bank Limited (Gulshan Branch)**

Intern

General Banking Division (Customer Service)

March 2017 to August 2017

Duties/Responsibilities:

- Accounts Opening.
- Voucher making.
- Cheque verification, requisition and payment related activities.
- Coordination between business team and operations team.
- Various documents reconciliations.

Academic Qualifications:

Degree	Group / Major	Institution	Board	Result	Year
MBA	Finance	American International University – Bangladesh (AIUB)		3.60	2017
BSS	Economics	National university		2nd Class	2012
HSC	Science	Adamjee Cantonment College	Dhaka	4.30	2008
SSC	Science	Uttara High School	Dhaka	4.75	2006

Technical skills:

- ❖ Sound knowledge in Using SPSS (Statistical Package for the Social Sciences) & Oracle software.
- ❖ Proficient in using MS Office (MS word, MS Excel, MS PowerPoint) application.
- ❖ Internet savvy.

Language efficiency: Bilingual – *English* (Fluent both reading & writing)

Reference:

- 1) Md. Shariful Islam
Assistant Manager
Logistics, Distribution & Shipping Operations
Omera Petroleum Limited
Mobile: 01787675529
- 2) Md. Amanullah (Aman)
Senior Executive
Logistics & Distribution
Omera Petroleum Limited
Mobile: 01787675521

Signature:

