

Last Updated : **July 30, 2017**

## **MD. MAMUN PARVAS**

Address: C/O. Md. Rezaul Korim Patowary, House : B-87/F-12 (3rd Floor) Hospital Zone, AGB Colony. Motijheel, Dhaka-1000.  
Mobile : 01713391360  
email:parvas13@gmail.com, parvas39@yahoo.com



### **Career Objective:**

To upgrade myself as an efficient, honest and diligent person in a wonderful environment form where I will get guideline to build a challenging career. My promise, drive and attitude deserve a sophisticated job in an organization which can.

### **Employment History:**

**Total Year of Experience : 8.2 Year(s)**

#### **1. Executive-Commercial ( August 16, 2013 - Continuing)**

##### **UNION GROUP**

Company Location : UNION CENTRE , 68/1 Gulshan Avenue, Dhaka-1212

Department: Commercial

##### **Duties/Responsibilities:**

01. Visited and Knocked to buyer for issued of pending maturity / making overdue payments.
02. Follow-up and collection maturity / payment of various buyers.
03. Maintain Lien bank related works for commercial jobs.
04. Back To Back documents submission our Lien Bank.
05. All Import documents collected send to C & F.
06. Job assigned by management time to time according to their requirement.
07. Reporting to Dept. In-charge about current position maturity / overdue / Debtors.
08. Commercial related problems reporting to Dept. In-charge and Solved this.
09. Handling of Commercial correspondences of Bank related affairs.
10. Negotiate/Purchase the Export bill And collected FDD.
11. Opening back to back L/C and other respective tasks.
12. Collection Lien bank Statements and Realized vouchers weekly and monthly report.
13. LC entry/ Amendment entry/ Realized entry/ Maturity entry/ Overdue remarks of officel tasks.
14. All commercial documents (Office Copy) setup the as per to buyer / LC / C & F.
15. Handling matters relating to BTMA.
16. Handling matters MUSOK 11.

#### **2. Accounts Executive ( December 3, 2010 - August 13, 2013)**

**RISHAL GROUP**

Company Location : SHAROJ TOWER, Plot # M-4/2, Section # 14, Mirpur, Dhaka-1216 .

Department: Accounts

**Duties/Responsibilities:**

Working at Asst. IE (Industrial Engineering)

Handling of Accounts correspondences.

Handling correspondences of Bank related affairs.

Processing of Accounts documents.

Collect the Line wise manpower, production report and

Input the buyer \$ (Dollar) Rate.

Handling matters relating to Bank Affairs.

Handling Renewal Registration.

Prepare documents for Bank & to make monthly report.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters (Institute of Education And Research)	Education	University of Dhaka	CGPA:3 out of 4	2012	One Years
Bachelor/Honors ( Education And Research)	Education	Darul Ihsan University	CGPA:2.84 out of 4	2010	Four Years
HSC	Accounting	Rangpur Govt. Commercial Institute, Rangpur.	CGPA:3 out of 5	2004	Two Years
SSC	Science	Lalmonirhat Govt. High School, Lalmonirhat.	CGPA:3 out of 5	2002	Two Years

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
ICT in Education Course	ICT in Education Course	Institute of Education And Research, University of Dhaka	Bangladesh	Dhaka	2011	Four months

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 18500  
 Expected Salary : Tk. 15,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Education/Training, Chef/Cook  
 Preferred District : Dhaka  
 Preferred Organization Types : Banks, Multinational Companies

**Specialization:**

Computer Skills : \*\*\* ICT in Education Course Successfully completed to MS-Office, Networking, Managing e-mail, web browsing, using education software, Internet operations, PC maintenance and Pedagogical strategies, Computer Assisted Learning (CAL) in program as a part of 1 year MASTER'S activities. \*\*\* Have through in Scan, Photoshop, Internet Browsing, PC and Laptop operating system windows 98, Professional and XP Professional & windows 7. \*\*\* Successfully completed to Bangla type 35, English type 45, English Short hand 70 in program as a part of 2nd year HSC activities.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	Medium	Medium	Medium

### **Personal Details :**

Father"s Name : Md. Adam Ali  
 Mother"s Name : Morsheda begum  
 Date of Birth : November 29, 1986  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam (Sunni)  
 Permanent Address : House no: 17, Road no: 1/5, Word no: 01, Airport Road, Lalmonirhat.  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md. Rezaul Korim Patowary	Akter Ali Sarkar
Organization	: Ministry of Commerce	Ministry of Home and Affairs
Designation	: Administrative Officer	Join secretary
Address	: Bangladesh Secretariat , Dhaka - 1000	Bangladesh Secretariat , Dhaka - 1000
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01712103057	01716-308476
EMail	: patowary2007@yahoo.com	akterali78@gmail.com
Relation	: Family Friend	Family Friend

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