

Last Updated : **April 3, 2018****MD. NAZRUL ISLAM**

Address: Sarkerbazar Bus Stand, Moulvibazar  
 Mobile : 01712095987  
 email:nazrul\_cu4424@yahoo.com

**Career Objective:**

To serve in a responsible administrative position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

**Employment History:**

**Total Year of Experience : 4.3 Year(s)**

**1. Officer ( June 28, 2015 - Continuing)**

**Sonali Bank Limited**

Company Location : Sarkerbazar Branch, Moulvibazar

**Duties/Responsibilities:**

General Banking

**2. Import Officer ( January 3, 2012 - September 6, 2012)**

**BSRM Group of Companies**

Company Location : Chittagong

Department: Commercial, Supply Chain Management

**Duties/Responsibilities:**

After getting Purchase Order & Proforma Invoice, monitor & manage L/C related work which includes,corresponding with suppliers, corresponding with bank for opening L/C and its amendment, corresponding with Insurance Company for L/C Cover Note, monitoring shipment, document retirement formalities and custom clearing.

**Academic Qualification:**

| Exam Title     | Concentration/Major   | Institute                | Result                | Pas.Year | Duration  |
|----------------|-----------------------|--------------------------|-----------------------|----------|-----------|
| M.S.S.         | Public Administration | University of Chittagong | CGPA:3.54<br>out of 4 | 2010     | 2009-10   |
| B.S.S.(Honors) | Public Administration | University of Chittagong | CGPA:3.48<br>out of 4 | 2009     | 2005-2006 |
| HSC            | Science               | Comilla Board            | CGPA:3.7<br>out of 5  | 2004     | 2002-2003 |
| SSC            | Science               | Dhaka Board              | CGPA:4.25<br>out of 5 | 2002     | 2000-2001 |

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 10,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Commercial/Supply Chain  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : Australia, Belgium, Bhutan, Canada, Colombia, Cyprus,  
 Denmark, Egypt, Finland, France  
 Preferred Organization Types : Govt./ Semi Govt./ Autonomous body, NGO,  
 Logistic/Courier/Air Express Companies, Multinational  
 Companies, Public Relation Companies, Market Research  
 Firms, Garments, Food (Packaged)/Beverage, Direct  
 Selling/Marketing Service Company, Real Estate, Group of  
 Companies

### **Specialization:**

| Fields of Specialization   |
|--|
| <ul style="list-style-type: none"> <li>• Social Advancement</li> <li>• Education</li> <li>• Environment/ Disaster Management</li> <li>• Poverty Reduction</li> <li>• Rural development</li> <li>• Sanitation</li> <li>• Gender</li> <li>• Health</li> <li>• Legal Aid</li> </ul> |

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Md. Shahidul Islam  
 Mother"s Name : Mrs. Nazma Begum  
 Date of Birth : October 2, 1987  
 Gender : Male  
 Marital Status : Single  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : House#17, Bagan Bari, Brahmanbaria Sadar, Brahmanbaria  
 Current Location : Moulvibazar Sadar

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

| Reference: 01 |   | Reference: 02                        |
|---------------|---|--------------------------------------|
| Name          | : Mr. Kazi S. M. Khasrul Alam Quddusi             | Engr. Shamim Ahmed                   |
| Organization  | : Public Administration, University of Chittagong | Investment Corporation of Bangladesh |
| Designation   | : Assistant Professor                             | Senior Principle Officer             |
| Address       | :   |                                      |
| Phone (Off.)  | :   |                                      |
| Phone (Res.)  | :   |                                      |
| Mobile        | : 01914892898                                     | 01711282135                          |
| EMail         | : khasru74@yahoo.com                              |                                      |
| Relation      | : Academic  | Others                               |

