



SAJJAD HOSSAIN

**Phone**

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**Email**

Sajjadhossainpciu@gmail.com

**Visa Status**

Transferable and can join immediate

**Address**

Electra street Abu Dhabi

EDUCATION

**Master of Business Administration
(M.B.A)**

Port City International University

Passing year: 2022

CGPA – 3.43 out of 4.00

Major – Finance

**Attested By UAE Ministry of Foreign
Affairs and International Cooperation.**

**Bachelor of Business Administration
(B.B.A)**

Port City International University

Passing year: 2021

CGPA – 3.47 out of 4

Major -Finance

CAREER SUMMARY

Seeking a suitable position where my professional experiences, Training and educational qualification will allow me to make an immediate contribution as an integral part of a progressive company.

WORK EXPERIENCE

EXIM Bank Bangladesh Ltd.

Intern

Chittagong, Bangladesh

Responsibilities:

1. Helped the clients to fill up the account open form.
2. Gave information about different scheme of CBL that are offered.
3. Involved directly preparing the Bangladesh Bank's Returns of Foreign Trade & foreign exchange transactions.
4. Prepared the IBEA (Inter Branch Exchange Advice) for the Head office.
5. Prepared vouchers for the Import LIC.
6. Wrote down PAD (Payment against Document) register in the Import LIC Section.
7. Wrote down Liability and Cash Margin Register for PAD (Payment against Document) in the Import LIC Section.

Sales Executive

Cityco-Continent Electrical Trd.Co.L.L.C

SKILL HIGHLIGHTS

1. Having far-reaching experience in "Admin and Account" regulations.
2. Advanced expertise in Microsoft Office applications.
3. Skilled in managing multi-dimensional organization settings.
4. Excellent teamwork skills.
5. Complex problem solver.
6. Knowledgeable about supply chain and procurement processes.
7. Proactive, hard-working, quick-learner, fast-thinker and easily adapt to diverse environment.
8. Have the ability to do work under pressure or any challenging circumstances.
9. Have the ability to work independently as well as in team.

Languages

1. English
2. Hindi
3. Urdu

REFERENCE

Available on request