

# SAJJAD HOSSAIN



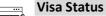
**Phone** 

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**Email** 

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Transferable and can join immediate



**Adress** 

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**



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