

# Curriculum Vitae

## Objective:

Self-motivated and Resourceful with an in depth understanding of all aspects of Banking, Financial Investment, International Trade Finance, Administration and Human Resources. Purchasing, Sales & Marketing, Business Development & Public Relation Services Experience of Supporting and business enhancements that enable individuals and organizations to improve the quality and productivity. Well presented with excellent communication skills and having a commercial approach to solving problems and developing business. To utilize my entire capacity and knowledge in a progressive manner where it could be resulted in positively and developing myself along with dynamic organization where the modern concept is are recognized.

**Applying for Job:** Bank, Insurance & Financial Investment, International Trade Finance, Purchasing, Sales & Marketing Promotion, Business Development & Project Management, Admin & HR, PRO Department in UAE.

## Sheikh Ashraful Alam

### Present Address:

House # 52, Building Name: Mansoor Belsealah, Level # 02, Flat # 106, Al Nakheel, Police Station: Naif, Deira Dubai, United Arab Emirates

**Mobile:** +971523598045(Whatsapp)

Email:

emiratesholdings.dubai@gmail.com

ipfc.dhaka@gmail.com



## Working Experience

<b>Senior Principal Officer :</b> <b>(March. 2003 – June 2015)</b>	<b>National Bank Limited</b> , Principal Branch, Dilkusha, Dhaka-1000, Bangladesh	<u>Responsibilities Successfully Accomplished:</u> <ul style="list-style-type: none"><li>• General Banking Division</li><li>• Credit &amp; Debit Card Division</li><li>• Retail Banking Division</li><li>• Consumers Banking</li><li>• Retail Sales Team Management</li><li>• Corporate &amp; Priority Banking</li><li>• Small Medium Enterprise(SME) Financing Program</li><li>• Foreign Exchange &amp; International Trade Finance Management</li><li>• Credit Risk Management Department</li><li>• Trade Finance &amp; Reconciliation Dept.</li></ul>
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<p><b>Senior Deputy Manager (September 2015-March 2020)</b></p>	<p><b>Peoples Leasing &amp; Financial Services Limited.</b> Head Office, Dhaka-1000 Bangladesh</p>	<p><u>Responsibilities Successfully Accomplished:</u></p> <ul style="list-style-type: none"> <li>• Check-up monthly financial statements.</li> <li>• Treasury management and operation</li> <li>• Corporate bank correspondence</li> <li>• Corresponding with Bangladesh None banking financial department</li> <li>• Financial relationship with corporate clients</li> <li>• Deposit collection with corporate department of the Government and Semi Government and private organization.</li> <li>• Special Service agreement with the valued customers</li> <li>• Preparation of yearly final reporting</li> <li>• Organize Yearly Stock Taking.</li> <li>• Organize Annual Board Meeting.</li> </ul>
<p><b>PRO &amp; Financial Consultant (October 2021 –to till date.)</b></p>	<p><b>Tilottoma FZE LLC, Ajman, UAE</b></p>	<p><u>Responsibilities Successfully Accomplished:</u></p> <p><b>Public Relation Officer(PRO)</b>  <b>License:</b> Mainland/Free zone: LLC License, Partnership License, Professional License, Commercial License, Industrial License, Free Zone License Also.  Business Consulting &amp; Advisory Services, Documents Clearing &amp; Attestation, Legal Translation, Embassy &amp; Consulate Services, Corporate Services, Business Location Change, License Renewal, Partnership Change, Fine Removed, Discount of Payment Voucher Stamping, NOC Clearance, Legal Documentations &amp; Litigation, Immigration &amp; Residents Permit, Labour Contract, Memorandum of Articles, Activity of Business Profile, Local Sponsorship, Company Secretary/Agent Appointed, Ejari/Istidama Deed, Virtual Office, LLC Deed, Company Incorporation, Status Change, Quota Approval, Quota Enhancing, Trade License, Trade Mark, Export &amp; Import License, Company Current Account Opening, All kind of Legal Documentations &amp; Litigation, Immigration &amp; Residents Permit also.</p>

		<b>Financial Credit Consultant:</b> <ul style="list-style-type: none"> <li>• Letter of Credit (at sight)</li> <li>• Letter of Credit (Usance)</li> <li>• Back to Back LC (BB L/C)</li> <li>• Standby Letters of Credit (SBLC)</li> <li>• Bank Guarantee (BG)</li> <li>• Proof of Funds (POF)</li> <li>• Performance Guarantee (PG)</li> <li>• Bank Drafts(BD)</li> <li>• Bank Comfort Letters(BCL)</li> <li>• Ready Willing and Able (RWA)</li> <li>• Global Money Remittance</li> <li>• Tender Guarantee(TG)</li> <li>• Credit Insurance (CI) against BG/SBLC &amp; Project</li> <li>• Fund Monetize against BG/SBLC &amp; Project Investment</li> <li>• Project Loan (Long &amp; Short term)</li> <li>• Working Capital</li> <li>• JV Investment</li> <li>• Public Private Partnership (PPP)</li> <li>• Offshore company &amp; account Opening.</li> <li>• Offshore &amp; Onshore Banking.</li> </ul>
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### **Academic Qualification**

<b>Passing Year</b>	<b>Name of Qualification</b>	<b>Name of Institutions</b>	<b>Education Board</b>	<b>Result/Grade</b>
2001	MBA(Management)	London School of Business Administration	Under the London University	CGPA-Grade-A
1999	Masters of Commerce(Mgt.)	Govt. Azam Khan Commerce University College	Under National University	Second Division
1997	Bachelor of Commerce(Mgt.)	Govt. North Khulna Degree College	Under Jessore Education Board	Second Division
1995	Higher Secondary Certificate(HSC)	Govt. North Khulna Degree College	Under Jessore Education Board	First Division
1993	Secondary School Certificate(SSC)	Shahidpur Khan-A-Sabur High School	Under Jessore Education Board	First Division

### **Foreign Representation:-**

**Country Director:** Easy Finance (Hong Kong) Limited, Hong Kong.

**Financial Representative:** Epic Financial Funding INC, Florida, USA

**Country Representative:** Heungwoo Industrial Co., Limited, South Korea

### **Professional Qualification:-**

**PGDIM:-** Post Graduate Diploma in Industrial Management from BIM (Bangladesh Instituted of Management), 2015.

**IPGDBM:-** International Post Graduate Diploma in Business Management- 2018, London, United Kingdom.

### **Training & Internship:-**

**National Bank Limited-** Main Branch-Dilkusha, Dhaka-1000, General Banking, Customer Relationship, Retail Banking, Consumer Banking, Account Opening, Check book Issuing, Pay Order Issuing, Demand Draft, Debit Card Division.

### **Computer Literacy:-**

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Platforms : Windows XP, Windows 07 (MS Office 2007, 2010)  
Business Corresponding:Illustrator & Internet Operations, Email Corresponding.

Reward & Achievements : Awarded by a 'Letter of Appreciation' from the honorable Board Chairman of National Bank Limited. Bangladesh for extremely high organizing capability and leadership Program.

### **Language Literacy:-**

**Bangla** – Colloquial fluency (First language/Mother tongue)

**English** – Very Efficient in Writing, Reading, Listening with fluently Speaking.

### **Membership & Awarded:-**

**Executive Member:** Dhaka Chamber of Commerce and Industry, Bangladesh.

**General Member:** Lions Club International, 315 A1, Dhaka, Bangladesh

**Executive Member:** International Business Forum in Bangladesh.

**Sr. Joint Secretary:** Khulna Divisional Association Dhaka. Bangladesh

**Advisor & Founder Member:** Mother Teresa Research Foundation Bangladesh

**Personal Information:-**

Applicants Name	: <b>Sheikh Ashraful Alam</b>
Father's Name	: Sheikh Jubayear Hossain Freedom Fighter
Mother's Name	: Mrs. Julekha Begum House Wife
Present Address	: House # 52, Building Name: Mansoor Belsealah, Level # 02, Flat # 106, Al Nakheel, Police Station: Naif, Deira Dubai, UAE <b>Mobile:</b> +971523598045(Whatsapp) Email: emiratesholdings.dubai@gmail.com ipfc.dhaka@gmail.com
Permanent Address	: 22/1 Munsipara, Khulna KMP Khulna-9100, Bangladesh
Nationality	: Bangladeshi by birth.
Religion	: Islam (Sunni)
Marital Status	: Married
Blood Group	: O+ (Positive)
Date of Birth	: 31 <sup>st</sup> December 1978
Passport No	: EB 0882136
Emirates ID	: 784197898439654
Visa Status	: Investor Visa Holder in UAE

**Declaration:** I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.



**Sheikh Ashraful Alam**