



SHUVA BOSH

Assistant Commercial Officer

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Professional Summary

To leverage proven skills in commercial operations, customs compliance, and financial documentation gained through hands-on experience in the apparel industry. Seeking a challenging role to contribute strong organizational abilities and meticulous attention to detail toward efficient regulatory management and streamlined administrative process us.

Experience

Assistant Commercial Officer | Finesse Apparels Ltd. | January 2024 – Present

- **Compliance & Audits:** Facilitating Customs Audits and managing bond-related documentation with high attention to detail to ensure full regulatory compliance.
- **Operational Management:** Overseeing diverse administrative functions and inter-departmental communication to streamline commercial activities and office workflow.
- **Financial & HR Operations:** Managing payroll-related tasks, including the processing of BEPZA dues and worker payments.
- **Export Documentation:** Preparing comprehensive export documentation to ensure timely and accurate commercial operations.

Technical Skills

- **Office Suite:** Highly proficient in MS Word, MS Excel, and MS PowerPoint.
- **Design & Creative:** Skilled in Adobe Illustrator and Adobe Photoshop for professional documentation.
- **Typing Proficiency:** Expert typing speed in English (45 WPM) and Bangla (30 WPM).
- **Support:** Experienced in software installation, system operations, and internet applications

Education

- **MSS in Economics** (Ongoing) – Chittagong College
- **Bachelor of Arts** (2018) – Patiya Govt. College | CGPA: 2.74
- **HSC** (2015) – Kazem Ali High School & College | GPA: 3.08

Personal Attributes

- **Fast Learner:** Proven ability to quickly master complex regulatory frameworks and industrial systems.
- **Work Ethic:** Highly punctual and responsible in handling sensitive financial and administrative data

References

- **Sanjoy Sengupta** Officer, Verification Unit, Bangladesh Bank, Chattogram. Mobile: 01918-625152
- **Mahbub Ahmed** Assistant Inspector General (IR), BEPZA, KEPZ Mobile: 01753-206046



Signature