

April 04, 2017

*Robert Hassan*

Md. Samunur Rahman  
North Birampur, Madhabdi  
Narshingdi

Subject: Offer of Employment

Dear Mr. Rahman,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the following position in our company subject to your acceptance and due compliance of the following terms and conditions:

1. Position Name : Senior Executive – Accounts & Administration
2. Job Description : All activities relating to accounts and administration of the
3. Reporting to : Managing Director
4. Place of posting : Jam Gram, Kahalu, Bogra
5. Effective : As per joining date in the service of the Company.

At the time of joining you would be required to submit the following:

- a. Release order from last employer
- b. One set of academic certificates
- c. Five recent color passport size photograph
- d. National ID card (Photocopy)

In consideration of your services as per the terms and conditions set out herein and as per the rules, regulations and policy of the Company, you will be paid monthly salary & allowances totaling to Tk.30,000.00

Your position will be confirmed after successful completion of your probation period of three months.

If any part of your compensation is taxable, such taxes will be borne by you. If the law requires the Company to deduct your taxes at source, the Company will deduct taxes and reduce compensation accordingly and deposit the deducted tax with the Income Tax authority.

6. Benefits: You will be entitled to other admissible benefits, leave, according to the Company's Policies, as may be amended or reviewed from time to time at the sole discretion of the Company, as prevailing at the relevant time of such entitlement, unless otherwise written in the Company's Policies.

7. Termination of Employment :To render resignation as regular employee, either party may terminate the employment with one (1) months notice or monetary compensation in lieu thereof shall be payable. However, if your immediate release would hamper or likely to hamper the business and/or operation of the Company, you might be required to work for the notice period
8. Disciplinary Action : You shall be subject to disciplinary action of the Company for any acts of misconduct as provided in rules and regulations of the Company.
9. Exclusivity :During the tenure of your employment in the Company, you shall devote your whole time and attention to the duties entrusted to you and shall make all possible efforts to promote, develop and extend the business of the Company pursuant to express and implicit terms of this agreement and shall not directly or indirectly engage yourself or be concerned or interested in any other business or activity of any kind whatsoever for any consideration or with a view to earning any profit for yourself without prior and express written approval of the Company.
10. Confidentiality : All communications, information and other material supplied to or received by or sent by you from or to the Company, or any information concerning the business transaction coming to your knowledge in due course of business under the employment with the Company, shall be kept strictly confidential unless it is absolutely essential for you to disclose them to third parties in which case you shall obtain the specific approval of the Company. This provision shall be binding upon you even after termination, expiry or discharge of employment contract with the Company.
11. Limitation of authority : You will not make any financial commitment on behalf of the Company and /or engage in any dealings which may involve the Company financially or otherwise unless specifically authorized by the Company.
12. Training : The Company may require you to undergo suitable training at Company's own expense. After completion of such training, if decided by the Company, you will be obligated to serve the Company for an agreed period. During this agreed period if you want to leave the

Company, you will have to reimburse/compensate the training cost/expenses proportionately or any part thereof as decided by the Company. You will be required to give an undertaking for the said purpose in the manner and format as required by the Company and agreed by you.

13. Settlement

: On leaving the employment of the Company, any amount due from you shall be recovered by the Company from your final payment and in the event there be any amount due from you after such deduction/adjustment you will make good the same by payment to the Company and obtain clearance thereof. You will, upon termination of employment/leaving the Company, deliver to the Company all property of the Company which may be in your possession including materials, memoranda, notes, records, files and other documents etc.

14. Amendments

: All other terms of employment not covered herein shall be in accordance with the rules and regulations of the Company in force. Any modification or amendment of this letter of appointment assumed by either party in connection with this appointment shall be binding only if evidenced in writing signed by each party. Any such amendment in employment terms and/or Company policy shall be considered as integral part of this letter of appointment.

15. Applicability

: Your employment terms and conditions shall in all respects, including all matters of construction, validity and performance, be governed by and constructed and enforced in accordance with, the laws of Bangladesh.

16. Policies, Rules and Regulations

: You shall always give utmost respect to and strictly abide by all policies, rules, regulations and Code of Conduct of the Company including all amendments and revisions made thereto from time to time. In the event of any conflict between the policies, rules, regulations and Code of Conduct of the Company including amendments and revision made thereto from time to time, conflicts with any of the provisions set out herein, the policies, rules, regulations and Code of Conduct of the Company (as amended and applicable at the relevant time) shall prevail.

17. Indemnity

: You shall always be and remain liable to indemnify and keep the Company fully indemnified and harmless for any loss/claim/damages, both direct and consequential, which will be incurred or suffered by the Company for your act,

negligence, misrepresentation, omission or breach of any terms contained herein or of any rules, regulations, policies, instructions, guidelines, laws and/or code of conduct of the Company.

## 18. Dispute Settlement

: In the event of any conflict or dispute in relation to any provisions hereof, or of the rules, regulations, policies, laws and code of conduct of the Company, or your employment with the Company, the same shall first be tried to be resolved mutually within 30 (thirty) days, failing which either party may refer the issue to a single Arbitrator for adjudication as per applicable Arbitration Act, 2001 and the place of arbitration shall be the Head Office of the Company. The decision of the Arbitration shall be final and binding on both the parties and the arbitration shall be conducted in English.

If you accept the employment subject to the terms and conditions set out hereinabove and in consideration of the remuneration stated herein, please sign this letter of appointment on each of the pages and send/give us the same as token of your acceptance within 02(two) days from the date of this letter, failing which the offer shall automatically lapse upon expiry of 2 (two) days from the date of this letter.

Thanking you

I look forward to your favourable reply,

  
Sabera Zareen

Managing Director

Bangla Grow Agro Limited

**SABERA ZAREEN  
MANAGING DIRECTOR  
BANGLA GROW AGRO LTD.**

# Bangladesh Haijindi Hair Products Co., Limited

Jagannath Nagor, Trishigari, Dupchanchia, Bogra

## Appointment Letter

Date 05.12.19

Mr. Cao Yang Zhao  
Managing Director

Bangladesh Haijindi Hair Products Co. Ltd

Trishigari, Dupchanchia, Bogra

Name: MD.SAMUNUR RAHMAN

Subject: Appointment Letter for the post of Accountant

Dear, MD.SAMUNUR RAHMAN

We are pleased to inform you that you passed your interview and we would like to confirm your appointment with Bangladesh Haijindi Hair Products Co. Ltd as a accountant. Your employment is be subject to the terms and conditions listed below:

### Starting Date: 05.12.19

Your starting date is 01.01.2020.

### Probation Period

You will be on a probation period for the first six months. Upon successfully completing the probation period, your employment will become of a permanent status.

### Salary

Your monthly salary is 30,000/-

After joining this job we will provide a new joining letter that's include Other Benefits, Annual Leave,

If you have further questions, please contact me directly or simply approach the HR department.

Congratulations on your appointment and welcome to Bangladesh Haijindi Hair Products Co. Ltd. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Mr. Cao Yang Zhao  
Managing Director  
Bangladesh Haijindi Hair Products Co. Ltd

Trishigari, Dupchanchia, Bogra



Jagannath Nagor, Dupchanchia, Bogra, Bangladesh.

E-mail:hd hair@126.com

Mobil No. +880162018888



NUPC 11- 0709356

# National University

Gazipur, Bangladesh

09-2501-32009



Roll No. : 661035

Regn. No. : 850695

Session : 2005-06

## PROVISIONAL CERTIFICATE

### Bachelor of Business Studies

This is to certify that

*Md. samunur Rahman*

of *Govt. Azizul Haque College, Bogra*

obtained the Degree of *Bachelor of Business Studies* (Four Year) with Honours  
in *Accounting* under this University in 2009 and  
that he/she was placed in the *Second* Class.

University Building  
Gazipur, Bangladesh

Date: *June 21, 2012*

*Md. Samunur Rahman*  
Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, RAJSHAHI  
BANGLADESH

RBCC Serial No. 032-034678

Registration No. 710123/2000-01

Serial No. S 0332384



SECONDARY SCHOOL CERTIFICATE EXAMINATION - 2003

This is to certify that Md. Samunur Rahman  
son / daughter of Md. Ajijer Rahman  
and Dali Khatun of  
Gulta Bazar Bl-Lateral High School  
bearing Roll No. 535458 from Tarash centre duly passed  
the Secondary School Certificate Examination in Humanities group held in the  
month of March - April, 2003 securing GPA 3.25 in the scale of 5.00 .

The date of his / her birth is Twenty Second June Nineteen hundred  
and Eighty Six.

Date of publication  
of results: Rajshahi,  
the 15th July, 2003.

Compared by: [Signature]

[Signature]  
Controller of Examinations

Note: This Certificate is issued without any alteration or erasure.

**Board of Intermediate and Secondary Education, Rajshahi  
Bangladesh**

RBCC Serial No. *058-034582*  
Serial No. RBH 5036578

Registration No. *831043/2003-04*



**Higher Secondary Certificate Examination - 2005**

This is to certify that *Md. Samunur Rahman*  
son / daughter of *Md. Asijer Rahman*  
and *Dali Khatun* of  
*Govt. A. H. College, Bogra* bearing  
Roll No. *506253* from *Govt. A. H. College, Bogra* centre  
duly passed the Higher Secondary Certificate Examination in *Business Studies*  
group held in the month of *May - June, 2005* securing GPA *3.40* in  
the scale of 5.00 .

Date of Publication  
of Results: *Rajshahi, the 26th September, 2005.*

*M. M. Rahman*  
Controller of Examinations

Note: This Certificate is issued without any alteration or erasure.

NUPC 11- 0941863

**National University**

Gazipur, Bangladesh

NUCU : 10-25-085021



Roll No : 0177460

Regn.No: 9323695

Session : 2009-10

**PROVISIONAL CERTIFICATE**

**Master of Business Studies**

This is to certify that

*Md. Samunur Rahman*

of *Govt. Bangla College, Dhaka*

obtained the Degree of *Master of Business Studies*

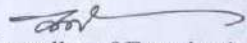
in *Accounting* of this University at the Final Examination of 2010

held in *June, 2013 - August, 2013* and that he/she was

placed in the *Second* class.

University Building  
Gazipur, Bangladesh

Date: *March 10, 2014*

  
Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.

30 June 2014

**Md. Samunur Rahman**  
Associate Business Support Specialist  
data edge limited

Dear Mr. Samunur,

**Sub: Release from dataedge services**

With reference to your resignation letter, dated 15.06.2014, please be advised that you have been released from the services of data edge limited, with effect from 30<sup>th</sup> June 2014.

Your release will not, however, absolve you from the liability or any financial loss or damage that dataedge might have sustained during the tenure of your service or likely to sustain in future for your act, omission or otherwise.

Your release is also subjected to the attached Terms & Condition as stipulated and agreed during your employment.

We wish you success in your future endeavors.

Sincerely,



**Tarun Sarker**  
HR Administration Specialist





# GAZI AUTO TYRES

Manufacturer of Automobile Tyres & Tubes

January 28-01-2015

To

Md. Samunur Rahman,  
Father's Name: Md. Ajijer Rahman  
Vill: Fulbari Uttar Para, P.O: Bogra,  
P.S: Bogra Sadar , Dist.: Bogra.

Ref: **Appointment Letter.**

Dear Mr. Rahman,

With reference to your interview held on 09-06-2014 & 12-06-2014 we are pleased to inform you that we have selected to appoint you as "Sr. Store Officer" in our company.

Your employment is contingent upon the following terms and conditions:

**01) Appointment:**

- a) Position Offered "Sr. Store Officer"
- b) Your appointment is effective from the date of your joining on 03.07.2014.

**02) Salary:**

- a) You will be given consolidated salary of Tk. 15,000.00 per month.
- b) You will be entitled to enjoy all the benefits now being existed and also that will be implemented from time to time within the company.

**03) Probation, Confirmation & Termination:**

- a) Your appointment will be on probation for an initial period of 6 (Six) months at the end of which the company in its sole discretion may confirm your appointment on showing satisfactory performance.
- b) While in service a minimum of 3(Three) month's prior notice has to be served by either party to terminate the appointment.
- c) If it is found that you are not complying with the terms and condition of the employment and liability of services, the company reserves the right to terminate your appointment at once without serving any notice.

**04) Liability of Services:**

- a) Your assignment and work station will be as per the company's discretion.
- b) The company may change your designation, responsibilities or duties from Time to time as it may deem fit for the interest of the company.

Cont. Page # 02



# GAZI AUTO TYRES

Manufacturer of Automobile Tyres & Tubes

Page # 02

c) You will perform duties assigned to you from time to time and follow instructions and orders given to you by the company.

05) **Guarantee**

*You must serve this company for a period of at least 3 years. If you want to resign from service with the company before 3 years, you must have to refund 3 months total gross salary drawn from the company as compensation*

06) **Conditions:**

Both during your probation and on confirmation:

- a) You will perform the duties entrusted to you diligently, faithfully and to the best of your skill and ability to serve the company.
- b) You will devote your time to duties with the company, and while serving the company, you will not engage in any other trade or vocation.
- c) You will not at any time divulge or disclose any information/data about the company, either directly or indirectly, to third party.

*Kindly acknowledge the receipt of the letter by signing the office copy.*

Thanking you.

For and on behalf of  
Gazi Auto Tyres,

(N.C. Saha)  
Senior General Manager

Copy forwarded for information and necessary action to:

1. The Controller (A & F), Gazi Tyres
2. The General Manager, Gazi Auto Tyres
3. The DGM, Gazi Auto Tyres.
4. The HR/Admin Section.

**Mahid Fisheries**  
Bilpar Bahadurpur, Araihasar, Narangonj

Date: 24.4.17

**Cash Breakup Statement**

Sl.	Name	Designation	Concern Unit	Amount	Tally (Balance)
1	Fazlul Karim	Incharge	Mahid Fisheries	116,563.00	
2	Suruj Mia	Consultant	Mahid Fisheries	13,564.00	
3	Meher Ali	AGM	Jaj Bhuiyan Textile Mills	29,000.00	
4					
5					
<b>Total cash Balance</b>				<b>159,127.00</b>	<b>159,127.00</b>

*SL*  
24.4.17  
Md. Samunur Rahman  
Sr. Accounts Officer  
Jaj Bhuiyan Group  
01844-147651

Note: opening Balance: Nil  
*জাহুরুল ইসলাম*  
24.04.17  
(JAHURUL ISLAM)  
Accounts Officer  
Jaj Bhuiyan Group  
01911524618

*Mizanur Rahman*  
24/04/17  
Md. Mizanur Rahman  
Manager (Accounts)  
Jaj Bhuiyan Group  
01833 156093

# JM Classic Fashion Ltd.

Nowpara, Madhabdi, Narshingdi

Date: 24.4.17

## Cash Breackup Statement

Sl.	Name	Designation	Concern Unit	Amount	Tally(Balance)
1	Md. Al-Amin	AGM, Marketing	MM Knitting & Embroidary	32,480.00	
2	Shaik Shadi	Fashion Designer	JM Classic Fashion Ltd.	750,000.00	
3	Khandoker David Lanin	Store Incharge	JM Classic Fashion Ltd.	617,633.50	
4	Mr. Hiron	Accounts Officer	JM Classic Fashion Ltd.	12,000.00	
5	Mr. Mihir	Store Incharge	JM Classic Fashion Ltd.	3,660.00	
6	Mr. Khokon	Colour Master	JM Classic Fashion Ltd.	4,472.00	
7	Mr. Nur Nobl	Operator	JM Classic Fashion Ltd.	1,000.00	
8	Mr. Babul	Security	JM Classic Fashion Ltd.	5,270.00	
9	Mr. Reaz	Accountant	Head Office, 25.01.15	1,112.00	
13	Md. Rubel	Desiner	JM Classic Fashion Ltd.	8,391.00	
14	Emon	Graphics Designer	JM Classic Fashion Ltd.	9,590.00	
20					
Total				1,445,608.50	1,445,608.50

*[Signature]*  
29.4.17

Md. Samunur Rahman  
Sr. Accounts Officer  
Jaj Bhuiyan Group  
01844-147651

*[Signature]*  
24.04.17  
(JAHURUL ISLAM)  
Accounts Officer  
Jaj Bhuiyan Group  
01911524618


*[Signature]*  
Md. Mizanur Rahman  
Manager (Accounts)  
Jaj Bhuiyan Group  
01833 156093

Jonayid Builders Ltd.  
Nowpara, Madhabdi, Narshingdi

Cash Breackup Statement

Date: 24.4.17

Sl.	Name	Designation	Amount	Tally (Amount)
1	Md.Rajib Hossain (Rubel)	Asst.Chife Eng neer	1,887,521.00	
2	Salary IOU		221,714.00	
3				
4				
Total			2,109,235.00	2,109,235.00

  
24.4.17  
Md. Samunur Rahmar  
Sr. Accounts Officer  
Jaj Bhuiyan Group  
01844-147651

  
Md. Bohar Mia  
Accountant  
aj Bhuiyan Group  
01918339781

  
24/4/17  
Md. Mizanur Rahman  
Manager (Accounts)  
Bhuiyan Group  
1833 156093

Jonayid Builders Ltd.  
Nowpara, Madhabdi, Narsingdi.  
Cash Breakup

Date: 30.12.19

SL No.	Name	Purpose	Suspenses Of Money
	Eng. Rubel Hossain	Construction	3,226,196
<b>Total</b>			<b>3,226,196</b>

  
30.12.19

Handover by

Md. Samunur Rahman  
Sr. Accounts Officer  
Jaj Bhuiyan Group

Takeover by

  
(Md. Zobaidul Islam)  
Sr. Accounts Officer  
Jaj Bhuiyan Group  
01853-324813

  
30-12-19  
Md. Zobaidul Islam  
Accounts officer  
Jaj Bhuiyan Group

Mahid Fisheries  
Nowpara, Madhabdi, Narsingdi.  
Cash Breakup

Date: 30.12.19


SL No.	Name	Purpose	Suspenses Of Money
	Md. Meher Ali AGM	Fertilizer	12,000
<b>Total</b>			12,000

  
30.12.19

Handover by

Takeover by

Md. Samunur Rahman  
Sr. Accounts Officer  
Jaj Bhuiyan Group

  
30.12.19  
Md. Zobaidul Islam  
Accounts officer  
Jaj Bhuiyan Group

  
(Md. Rakibul Hasan)  
Sr. Accounts Officer  
Jaj Bhuiyan Group.  
01653-324013

Jaj Bhuyan Textile Mills (Dyeing Unit)  
 Nowpara, Madhabdi, Narsingdi.  
 Cash Breakup

Date: 30.12.19

SL No.	Name	Purpose	Cash
	Cash In Hand		644
	Cash In Volt		832,000
<b>Total</b>			<b>832,644</b>

  
 30.12.19

Handover by

Md. Samunur Rahman  
 Sr. Accounts Officer  
 Jaj Bhuiyan Group

Takeover by

  
 30.12.19  
 Md. Zobaidul Islam  
 Accounts officer  
 Jaj Bhuiyan Group

  
 30.12.19  
 (Md. Rakibul Hasan)  
 Sr. Accounts Officer  
 Jaj Bhuiyan Group.  
 01653-324013

