

## MD.Rokanuzzaman Rubel

Address: House#17/1, Teramarket, Shiddhirgonj,  
Narayongonj.  
Mobile : 01711-871984  
e-mail: rubel12.amcs.bd@hotmail.com



### **Career Objective:**

Challenging full time position applying skills and experiences in a dynamic and progressive company where my creative talents and innovative capabilities can be efficiently utilized.

### **Career Summary:**

10 YEARS EXPERIENCE IN OPERATION OF EXPORT, IMPORT, L/C OPENING, BILL NEGOTIATION, AND ALL COMMERCIAL CORRESPONDANCE AT READYMADE GARMENTS INDUSTRY.  
I KNOW TO DO ALL EPB, BEPZA, BOI, BANKING AND CUSTOMS FOR ONLY READYMADE GARMENTS.

### **Professional Experience: around 10 (Ten)Years):**

#### **01.)Assistant Manager (Commercial Dpt)(January 01, 2020 - Continuing)** **SIMBA FASHIONS LTD.**

**Company Location:** MS-SFB-03 AND PLOT# 259,260,271,272 & 129,(A.E.P.Z)  
Adamjee Export Processing Zone, Siddhirganj, Narayanganj, Bangladesh.

#### **02.)Assistant Manager (Commercial Dpt)(March 01, 2018 – December 31, 2019)** **PROGRESS APPARELS (BANGLADESH) LTD.**

**Company Location:** MS-SFB-01 & 02,(A.E.P.Z) Adamjee Export Processing Zone,  
Siddhirganj, Narayanganj, Bangladesh.

**Company Description:**PROGRESS APPARELS (BANGLADESH) LTD is under PDS Multinational Group. PDS Multinational Group manages supply chains for major brands and retailers worldwide. Our Group operates from a global network of 31 offices in 18 countries, supported by 2300 people across Europe, North America, Middle East & Asia.

#### **03.) Executive Commercial Officer (Commercial Department)(February 01, 2015–February, 2018)** **EPIC GARMENTS MANUFACTURING CO. LTD.**

**Company Location:** Plot No -11-22,26-34, (A.E.P.Z) Adamjee Export Processing Zone,  
Siddhirganj, Narayanganj,Bangladesh.

**Company Description:** As you know, Epic Garments Manufacturing Co. Ltd. (EGMCL), a 100% foreign owned company, is the flagship company of one of the largest MNCs in RMG sector in Bangladesh viz. EPIC Group, Hong Kong, having presence in the country for past three decades.

#### **04.) Sr.Accounts Officer (Finance &Accounts)(May 01, 2010– January 30, 2015)** **AMCS Textiles Limited**

**Company Location:** Plot: 41 &52, AdamjeeEPZ, Siddhirganj,  
Narayanganj.**Company Profile:** The Company is engaged in 100% export-oriented garments manufacturing,.

#### **Duties/Responsibilities In Commercial Department (Export):(Used in SAP)**

- Follow-up MATALAN, CANDA, C&A, EXPRESS, MGF, AVON, SHAWS, We Corner, LENTA, Li & Fung Shipment Plan and its execution.
- Collect Export Shipment plan from merch team to Prepare Advance Final dox
- Work with bank, EPB, BGMEA, Customs, Shipping line, Freight forward and C&F.

- Prepare Export documents as per L/C terms, submit to Bank and negotiate/Purchase them and follow-up till the repatriation of the document value.
- C&F bills scrutinizing and finalizing for weekly and monthly approval for A/c Dept
- Ensure placing booking to the shipping agent and obtaining confirmation prior to cut off
- Place booking for truck and follow-up till place in factory for loading.
- Follow-up CNF for pass out AEPZ customs and smooth handover to CFS in time
- Revise documents upon final shipment & forward to forwarder
- Follow-up stuffing / shipping advice and submit B/L draft + FCR
- Preparing final docs and ensure dispatch to buyer + Forwarder in time
- Follow-up payment due date, notice to buyer for overdue
- Overall supervision on all Logistic Related Activities for EXPORT
- checking consumption, proper ex-bond and customs signature in register
- All BEPZA /Custom related Work for EXPORT
- Responsible for all other matters related to Customs, Export & Import

**Duties/Responsibilities Commercial Department (Import):(Used in CIMS)**

- I have practical experience to prepare all types export and import documents for a manufacturing company in EPZ area.
- Preparing, Submitting, Obtaining & distributing the import permission to AEPZ authority daily basis;
- Liaise with other departments in order to establish and maintain effective and relevant import activities.
- Communicate with import related authorities, Bank, shipping line, govt. & other organization and customers and suppliers, in all relevant territories and countries.
- Submitting local permission to EPZ authority for any local purchase, movement, construction or any other purpose as needed.
- To take Sub- Contract permission from AEPZ.
- Arrangements of all procedures for all sort of procurement and manage any materials required within the right time by issuing purchase orders with complete management approvals processes.
- Maintain/ updating the records of goods ordered and received.
- Negotiate documents with bank on time.
- Any Other related activities as and when needed.

**Duties/Responsibilities Commercial Department (Custom & BEPZA):**

- Ensure in-bond& Ex-Bond in customs bond register and customs authentication and update record in computer to face yearly Customs audit.
- HS Code inclusion for Raw Materials and Chemical for Washing Plant & Correction on Bond License in Custom Bond office, Dhaka.
- Bond book to be updated within 05 days from the file completion and must publish a report on monthly basis on the updated file status
- Ensure Bond, PRC certificate and other various types of licenses from government authorities are collected including IRC, ERC, BIN, TIN from association.
- Audit report complete and Audit pass from Custom Bond Office Zone and Dhaka.
- Take Loan Machine permission from BEPZA and Custom Zone office & Dhaka.
- Take used machine import permission from BEPZA and Custom.
- Collect the Material list, Agreement, Bond license from the customer and apply for AEPZ, Customs approval, approval must be ready by 02 days before the initial material transfer
- Co-ordinate with customer on raw material transfer and finish goods transfer as agreed
- Construction material & electrical items, PO or offer sheet need 04 day in advance and all other items 02 days in advance (For Local Purchase approvals)
- All other related matters with AEPZ customs, AEPZ Zone Office, BEPZA, Custom Bond Head Office, Dhaka.

**ACADEMIC BACK GROUND:**

- Masters of Business Studies (MBS)
- RESULT Second Class
- National University (Rajshahi Collage)
- Year2007 (Exam Held: 2009)
- MAJOR IN Management

**Computer Proficiency:**

Name	Description
Operating System	Word processing package such as Microsoft Word, Spreadsheet package like Microsoft Excel and Microsoft PowerPoint
Software	Have knowledge and experience with accounting & others software like Payroll Software & Tally

#### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangali	High	High	High
English	Good	Good	Good

#### **Personal Details :**

Father's Name : Md. Maniruzzaman  
 Mother's Name : Nargis Begum  
 Date of Birth : October 14, 1984  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Muslim  
 Permanent Address : House # 282 Word # 02 Horogram Natun Para, Rajshahi Court, Rajshahi  
 Current Location : Dhaka

#### **CLARATION**

I, the undersigned declare that the information specified in this **Résumé** is true to the best of my belief and knowledge and correctly describes my experience and myself.



**Sd/-**

**Md. Rokanuzzaman**

#### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md. Abul Khaier	Md. Mahon Miah
Organization	: Kung tung Apparels	APTECH DESIGNS LTD
Designation	: Commercial Manager	Deputy General Manager
Address	: Aepz, Narayanganj	30 Sharabo, SUKORNO ROAD, Dhaka
Mobile	: 01711952922	01756186920
Relation	: Professional	Professional