

Md. Golam Rafayee

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**House # 336/3/KA (3rd Floor) TV Road,
East Rampura, Dhaka-1219**



Objective:

I want to build my carrier as an efficient and effective professional in an organization where it will be conducive for me to step forward my knowledge and sharing the views and ideas with different people where personal desire and company vision meet together.

Self Assessment:

- A highly motivated, well-traveled and creative graduate.
- Highly numerate, with excellent communication skills.
- Analytical, innovative and confident.
- Able to lead or to work as part of the team.
- Welcomes new challenges, especially if they involve implementing and developing schemes.

Key Ability:

- Good Knowledge about Importing L/C & Other works.
- Adequate Knowledge on HS code, Customs Act, Import Policy and other related laws applicable for Import.
- To perform month-end reporting, accounts payable and initiate modification.
- Able to work under pressure.

Work Experience:

Present Position:

Since 02 June 2011 as a "Executive-Commercial" serving in Navana CNG Ltd. 205-207 Tejgaon, I/A, Dhaka-1208.

Responsibility:

01. L/C documents process, submission, LC draft collection, Checking & SWIFT copy collection through proper channel.
02. Collection of PI or indent copy and submission it to the Bank.
03. Collection of Supplier shipping documents and forwards it to the Insurance Company & C&F Agent.
04. Collection of original import bank documents & forwarding it to C&F Agent.
05. Current L/C & All L/C Ledger posting, Maintenance of LC/LTR Outstanding Position Ledger.
06. Bank Account Opening, Closing and all bank accounts updating as per requirement with Transaction Profile.
07. Preparation of L/C Limit Renewal/L/C Opening/Amendment/Delivery /Forwarding letter & LCA Form submitting to the Bank.
08. Updating of Imported goods position statement & providing information to the respective Department.
09. Processing of L/C files along with required documents.
10. Collection of all Bank Monthly statement & forward to the Accounts Departments.
11. Bill of Entry collection & submit it to the bank.
12. Selection of bank for L/C opening including comparing the commission and charges of different

banks with L/C credit limit position, application/Delivery Letter and also make necessary amendment.

13. Checking and finalization of submitted demand of C & F Agent for Duties, Taxes, Port Charges, Agent Charges and other payments.

14. Maintain record of L/C files & Oracle software Posting.

15. Maintain Liaison with Banks, C&F Agents, Insurance Companies, Shipping Lines as well as Customs Authorities in order to run smooth Business.

16. Any other responsibilities assigned by the superior time to time.

Academic Background:

M.B.S (Masters) Finance and Banking	Result: 2 nd Class Year of Passing: 2009, (Held 2013) Institution: Tejgaon College, Dhaka University: National University
B.B.S (Hon's) Finance and Banking	Result: 2 nd Class Year of Passing: 2008, (Held 2011) Institution: Govt. Titumir College, Dhaka University: National University
H.S.C (Commerce)	Result: GPA 2.40 Year of Passing: 2004 Institution: Comilla Govt. College Board: Comilla
S.S.C (Commerce)	Result: GPA 2.63 Year of Passing: 2002 Institution: Burichong Annanda Pilot Govt. High School. Board: Comilla

Computer Proficiency:

Microsoft Office: MS Word, MS Excel, MS Power Point, Internet & E-mail.

Software Proficiency:

Oracle Software & ERP Software posting.

Communication Skill:

Good verbal and written communication skill in both Bangla and English.

Personal Information:

Father's Name : Md. Delwar Hossain
Mother's Name : Mst. Helena Begum
Permanent Address : Vill.- Burichong, P.O-Burichong, P.S- Burichong,
Dist.- Comilla.
Date of Birth : **28th November, 1986**
Nationality : Bangladeshi
Religion : Islam
Marital Status : Married
National ID No : 1911831777050

Reference:**1. Aslam Ahmed Khan ACA**

Company Secretary
Shasha Denims
H#23, Road#129, Gulshan-1
Dhaka.
Cell: 01612-883455

2. Sanjoy Kumar Datta

Sr. Executive Officer
Standard Bank Ltd.
Gulshan Branch
Dhaka.
Cell: 01716-168292