

# Mohammad Rafiqul Islam

Commercial & Administration Professional



## CORE COMPETENCIES

- Principal accountability Combined Export Shipment Monitoring.
- Prepared document for getting cash incentive & duty drawback.
- Coordinate Commercial operations & office activities to secure efficiency to company policies.
- Supervise administrative work and divide responsibilities to ensure performance.
- Manage export relevant banking work for smooth shipment.
- Submit timely reports and prepare Presentations/ proposals as assigned.

## CAREER OVERVIEW

I have been working in the country's leading electronics Industry 'Walton Group' for more than seven years under the supervision of several professionals and top managements of Administration, Brand Marketing and Commercial Export departments. Now, I am intended to share my with an energetic team to build up some professional individuals for commercial and others tasks to assure cost control benefit of the company.

## WORK EXPERIENCE IN WALTON GROUP:

### **ASST. MANAGER COMMERCIAL:**

**3<sup>rd</sup> MARCH, 2017 TO PRESENT**

- Prepared export documentation for cash incentive & duty drawback purpose.
- Documentation preparation & follow-up for export shipment.
- Prepare LCA form to open telegraphic transfer (TT) & letter of credit (L/C).
- Checking export L/C & get correction if required.
- Checked all export document for final Submission.
- Obtain EXP (Online EXP Permission).
- Responsible for all of banking process & follow-up for export.
- Continuous communication with EPB for GSP, SAFTA & Others Export Issue.

### **SENIOR PRINCIPAL OFFICER BRAND MARKETING: 1<sup>st</sup> JUNE, 2015 TO 04<sup>th</sup> MARCH, 2017:**

- To manage key account customers, act as the customer's main point of contact.
- Manage trade marketing field force and monitor the performances.
- Manage activation, trade & customer engagement.
- Visit market and ensure audit of field force as per SPM audit guideline & SOP.
- Design and develop **concept** of different BTL activities.

### **EXECUTIVE OFFICER ADMINISTRATION: 2<sup>nd</sup> SEPTEMBER, 2013 – 28<sup>th</sup> MAY, 2015:**

- Administrative & HR related letter issue and face to face Communication as per required by the position.
- Monitoring all kind of official program as an admin executive officer.
- Maintained update records for accounts & finance and audit Department.
- Assist colleagues whenever necessary.

### ACADEMIC HISTORY

- Masters of Business Studies (MBS) in Management from Government Titumir College, Mohakhali, Dhaka.  
2nd Class Year 2011.
- Bachelor of Business Studies (BBS) in Management from Government Titumir College, Mohakhali, Dhaka.  
2nd Class Year 2010.
- Higher Secondary Certificate (HSC) from Ideal College, Dhanmondi, Dhaka.  
GPA- 3.40 (out of 5) Year 2005.
- Secondary School Certificate (SSC) from Civil Aviation High School, Tejgoan, Dhaka.  
GPA- 3.56 (out of 5) Year 2003.

### EXTRA CURRICULUM ACTIVITIES

- **Post Graduate Diploma Supply Chain Management** Course (PGDSCM) from Bangladesh Institute of Management Studies (BIMS).
- **Human Resource Management** Certificate Course from Small and cottage Industries training Institute (SCITI).BSICE.
- **Industrial Management** Certificate Course from Small and cottage Industries training Institute (SCITI).BSICE.
- Participated media **Workshop Program** from Press institute of Bangladesh (PIB).

### PERSONAL DETAILS

**Father's Name:** Mohammad Enamul Kabir

**Mother's Name:** Jesmin Kabir

**Date of Birth:** December 8, 1988

**Gender:** Male

**Nationality:** Bangladeshi

**Religion:** Islam

**Permanent Address:** Village: Dadpur, Post Office: Chirter Bazaar, Post Code: 7860, Police Station: Boalmari, District: Faridpur. Bangladesh.

### CONTACT INFO

**Personal Phone:** +88 01672- 347234

**Email:** [rafidujsc@gmail.com](mailto:rafidujsc@gmail.com)

**Present Address:** Cha 66/A Abul Kasham Garden, 2<sup>nd</sup> Floor (3A) Uttar Baddha Dhaka.

### PROFESSIONAL REFERENCES

**Md. Sakibur Rahman**

Manager

Customer Care

Runner Automobiles Limited

Cell: +88 01730-405302

E-mail: [sakib@runnerbd.com](mailto:sakib@runnerbd.com)

**Sk. Md. Tanvir Hossain**

Head of Export Commercial

International Business Unit

Walton Hi-Tech Industries Limited

Cell: +88 01678-049233

E-mail: [tanvir.im@waltonbd.com](mailto:tanvir.im@waltonbd.com)

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