

# MD. FOISAL SARWAR

Address: Flat 1B, House no. 508/1, Bepari Goli,  
Wireless Rail gate, Moghbazar, Dhaka-1216,  
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## Career Objective

To build up a challenging and rewarding career in an organization that provides structured career advancement with the extent of comparative opportunities with self-confidence and hardworking.

## Employment History

### 1. Officer- International Marketing ( September 9, 2017 – Continuing)

#### **HATIL COMPLEX LTD.**

Company Location: Savar, Dhaka.

Division: Export.

Department: International Marketing

**Area of Expertise: International Trade, Export/Import documentation, Cash Incentive & Banking etc.**

#### **Duties/Responsibilities :**

1. Monitoring & Managing L/C related work which includes, corresponding with suppliers-buyers, Opening L/C and its amendment, shipment, document retirement formalities and custom clearing, C & F Agents etc.
2. Selection of bank for L/C opening including comparing the commission and charges of different banks with L/C credit limit position, application and also make necessary amendment(if necessary) of L/C in order to get an effective L/C
3. Handle total operation of Export, Import and Customs duties, Coordinate with Govt. Officials, C&F Agents, Bank & Insurance, Freight Forwarders and Transport providers
4. Execute all regulatory formalities (Bank/Insurance/Customs/BGMEA/EPB) relating to Export/Import.
5. Have depth knowledge in Banking system, Cash incentive and customs clearance formalities.
6. Regular communication with all departments regarding financial issues.
7. Preparing documents for Cash Incentive.
8. Ensure online booking of containers and check the draft B/L.
9. Any other commercial related task is given by the management.

### 2. Executive- Finance (May 11, 2015 – September 07, 2017)

#### **Unilliance Textiles Ltd..**

Company Location: Uttara, Dhaka.

Division: Commercial.

Department: Finance

#### **Duties/Responsibilities :**

1. Classify all export-related documents, sending bank to bank export documents for export proceeds, the realization of export proceeds, adjustments of realization.
2. All types of LC proposal (Back to Back LC, Cash LC) drafting under working capital or TR mode for importing machinery's, raw materials and others from local and foreign sources. To release of imported goods from customs (Overall follow up from documents release to goods receive in factory warehouse).
3. Maintaining all import payment schedule (Back to Back Bills and Cash Bills) for the settlement of imported bills (local and foreign).
4. Overall supervision of bank finance under Working Capital and other modes of investment.

## Academic Qualification

Exam Title	University/Board	Institute	Concentration/ Major	Result	Passing Year	Duration
Master of Business Studies(MBS)	National University- Bangladesh	New Model Degree College	Marketing	First Class (66%)	2014	1
Bachelor of Business Studies (BBS)	National University- Bangladesh	Azam Khan Govt. Commerce College	Marketing	Second Class (57%)	2013	4
HSC	Jessore	Govt. Majid Memorial City College ,Khulna	Science	GPA:3.20 out of 5.00	2005	2
SSC	Jessore	Saint Joseph's High School, Khulna.	Science	GPA:4.25 out of 5.00	2003	

## Language Proficiency

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High

## Extra-Curricular Activities

Reading, Traveling,

## Personal Details

Father's Name : Md. Golam Sarwar  
Mother's Name : Nargis Sarwar  
Date of Birth : October 5, 1987  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 7915869316774  
Religion : Islam  
Blood Group : B+  
Permanent Address : Village: South Mirukhali, P.O Mirukhali, P.S: Mathbaria, , District: Pirojpur.  
Current Location : Dhaka

## Other Information

Preferred Department : International Trading , Export/Import, Commercial etc.

## Reference

### Reference: 01

Name : Shamim Razib  
Organization : HATIL Complex Limited  
Designation : Manager, International Marketing.  
Email : razib@hatil.com  
Mobile : +88 01755-647800  
Phone (Office) : 880-02-7788184  
Address : Domna, Muslimtek, Kashimpur, Gazipur.  
Relation : Official.

### Reference: 02

: Hasnat Reza Mohibbul Alam  
: First Vice President and Head (CC)  
: NRB Commercial Bank Limited  
: reza@nrbcommercialbank.com  
: +88-01730 03 49 37  
: Gulshan Branch, Dhaka.  
: Relative