

HARRYSON AYON SARKER

10/A Senpara Parbota, Mirpur-10, Dhaka-1216 🏠

+88 01685645485 📞

hsarker101@gmail.com ✉️

<https://www.linkedin.com/in/harryson-ayon-sarker-969a57103> 🌐

03/05/1997 📅



👤 OBJECTIVE

As a business graduate along with working experience in RMG sector, I would like to obtain a challenging position in a corporate environment where I can apply my knowledge in the area of commercial or finance related skills to do something innovative along with the organization's objective.

📁 EXPERIENCE

1. JEANS MANUFACTURING COMPANY LTD.

Commercial Officer,

Commercial and Logistic Department.

03/2019 - Present

📍 Mirpur-1, Dhaka

Key Responsibilities:

- ✓ Ensure all commercial activities (e.g. issuance of PI, L/C amendment, correction of L/C terms and conditions according to Bangladesh Bank rules & regulations, shipment conditions, negotiation to buyers and sellers, payment realization etc.) through overseas phone and e-mail.
- ✓ Operations of Bank rules regarding L/C, TT, and FDD & follow up.
- ✓ Negotiate with bank for preferential exchange rate for payment of deferred L/C on maturity date.
- ✓ Prepare Commercial documents for Import & Export operation.
- ✓ Ensure all cash Incentive related activities.
- ✓ Prepare Online UD, Consumption Calculation, Post export stock calculation.
- ✓ Prepare, collect and process Bill of Lading (B/L)/ Airway Bill, Insurance Cover note etc.
- ✓ Responsible for operations regarding HS code, Customs Act, Import Policy, Export Policy, Bond formalities and other related laws applicable for Import & Export.
- ✓ Maintain all correspondence & Communication to the Customs, Bank and C&F verbally & through E-mail.
- ✓ Maintaining all files and registers of related work.
- ✓ Any other task assigned by the Management.

📁 INTERNSHIP EXPERIENCE

INVESTMENT CORPORATION OF BANGLADESH (ICB)

Intern, Portfolio Management

12/2018 – 02/2019

📍 Motijheel, Dhaka

🎓 EDUCATION

- **ONGOING | MASTER OF BUSINESS ADMINISTRATION (MBA)**
Bangladesh University of Business and Technology
Major: Finance
CGPA: 3.47 (out of 4.00)
- **2019 | BACHELOR OF BUSINESS ADMINISTRATION (BBA)**
Notre Dame University Bangladesh
Major: Finance
CGPA: 3.13 (out of 4.00)
- **2014 | HIGHER SECONDARY CERTIFICATE (HSC)**
Dhaka Commerce College
Group: Business Studies
GPA: 4.80 (out of 5.00)
- **2012 | SECONDARY SCHOOL CERTIFICATE (SSC)**
Fulbaria Pilot High School
Group: Business Studies
GPA: 4.63 (out of 5.00)

🔧 COMPUTER SKILLS

- Good IT skills including Microsoft Office -Word, Excel (Vlookup, Dropdown, If formula), PowerPoint.
- Proficient in HTML5 & CSS3, JavaScript etc.
- Expert in online research, social communication medium such as email and other social applications.

» LANGUAGE SKILLS

- Bengali (Mother Tongue)
- English (Fluent) both in speaking and writing.

🌟 EXTRACURRICULAR ACTIVITIES

- Former member of Notre Dame University Culture Club.
- Participated in "Workshop on Web Design and Development" in Creative IT Institute of Bangladesh in 2017.

» TRAINING SUMMARY

- Completed 3 Months training on English Language Course organized by College of Christian Theology Bangladesh in 2012.

🚀 PERSONAL STRENGTHS

- Capable of supporting and handling financial statements.
- Ability to analyze and interpret both financial and business data.
- Leadership skills and customer focus.
- Open minded in adapting new and challenging situation.
- Able to work under pressure and deliver results to deadlines.
- Confident and positive, willing to accept responsibility.

⚙️ REFERENCES

1. SUSAMOY ADHIKARY
Senior Executive,
Square Pharmaceuticals Ltd.
Quality Control Department
📞 +88 01793593411 ✉️ susamoy@squaregroup.com
2. STEVE DANE HALDER
Head of Import & Export,
Jeans Manufacturing Company Ltd.
Commercial and Logistic Department
📞 +88 01745772552 ✉️ dane@jeansbd.com