

Curriculum Vitae_

A.H.M. Mostafa Zaman Faisal

Contact Information

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Career Objective

- To work in a professional environment where there is an opportunity of self-assessment and self-improvement in both individual and group based work that leads to the future development of my career.

Career Summary

- Working in Commercial (Export-Import) and Administrative dept. almost 7.5 years. Expertise in Commercial Planning, Documentation, Export/Import through L/C, Freight Forwarding /C&F. and also experience in Financial sector, expertise to maintaining effective working relationship with Business units and Service Management.

Professional Experience

Al-Mostafa Group

Oct 2019 - Till date_ **Sr. Executive – Commercial (Import)**

Responsibilities

- Responsible overall commercial activities & play as a member of commercial team to execute all sorts of commercial activities properly.
- To conduct & process all kinds of L/C, BB L/C activities.
- Prepare import documentation and submitted to bank.
- Communicate with Bank L/C opening status.
- Collect all the L/C Outstanding and Acceptance Voucher from Bank.
- Planning for the any kinds Commercial activities.
- Prepare IP (BEZA) & EXP documentation.
- IP & EXP documentation submitted to bank and custom.
- Payment follow-up with Bank/Buyer.
- Bank to bank document endorsement & assessment.
- Capable to communicate Customs, Vat, Import, C&F, shipping line and other statutory authorities.
- To Monitoring & maintaining all kinds of import related documentations & reporting to the superior.
- Checking and controlling PI & invoices, packing list & other related documents for importing of goods/services.
- Liaison with concerned authorities to ensure all type of banking documentation are ready in due course of time.

Silva Limited

Jan 2018 – July 2019_ **Sr. Executive - Commercial & Administrative**

Apr 2016 - Jan 2018_ **Executive - Commercial & Administrative.**

Feb 2014 - Apr 2016_ **Sr. Officer - Commercial & Administrative.**

Jan 2012 - Feb 2014_ **Officer - Commercial & Administrative.**

Responsibilities

- Managing to the administrative function and establish internal administrative systems and controls.
- Maintaining effective working relationship with Business units and Service Management.
- Give facility to buyer for hunting product manufacturer and also help supplier to find buyer.
- To dealing the Commercial, Documentation, Export through L/C, Freight Forwarding /C&F.
- To maintain general ledger, check and process payment vouchers.
- Providing all the financial facilities which is needed for exporting process smoothness.
- Regular follow up of the clients for any payment issue and remind to the clients for regular payments.
- Prepare different types of weekly and monthly report to the management.
- Preparing all the update order status on a regular basis with all new development besides running orders.
- To visit the Factory for monitoring running/stock product quality and quantity.

Safwa Leather

June 2015 – Dec 2017_ **Business Advisor:**

Responsibilities

- Collected New Business intelligence about upcoming command by meeting with other implementing Partners, stakeholders, beneficiaries and Foreigners.
- Conducted technical research to assist in the Preparation of future proposals, potential counterparts, partners, and/or subcontractors, possible employees or consultants.

Tanning Summary

Training Title	: Internship
Topic	: Communicative language teaching
Institute	: British council
Country	: Dhaka, Bangladesh.
Year	: 2011
Duration	: 3 Months

Additional Qualification

- Certificate in Computer program ‘CCNA’ (4 months).
- ‘CELP’ Program (4 months), Certificate In English language proficiency (CELP)
South East University, Dhaka. Performance: ‘A’

Academic Details

Masters of Bachelor of Arts In English:

University : South East University
Department : English
Year : Continue.

Bachelor of Arts (Honors) In English:

University : South East University
Department : English
Year : 2011
CGPA : 3.25 Out of 4.00

Higher Secondary Certificate:

Institution : Dhaka State College
Group : Business Studies
Year : 2006
Board : Dhaka
GPA : 3.90

Secondary School Certificate:

Institution : Lakshampur Adarsha Samad Govt. High School
Group : Science
Year : 2003
Board : Comilla
GPA : 2.81

Project works

- Role of women in homestead of small farm category in an area of **Jessore, Bangladesh.** (Research for Rural Development)
- The American war of independence and democracy.(Research for American Society)

Skills & Competency

- Positive and professional attitude.
- Self-motivated individual with strong drive to achieve goals.
- Well-disciplined and organized, presentable, energetic and enthusiastic with excellent communication skills.
- Innovative and always eager to analyze plan, ability to work independently or in a group and under pressure.

Computer Literacy

- Operating system: Linax, windows - 10, 8 & 7, Vista, XP.
- Conversant in office 2013 (MS-Word, MS-Excel, MS-Access, MS-Power point).
- Other applications: Data Analysis program – SPSS.

Linguistic Skills

- Bangla : Good communication skill both in speaking and writing.
- English : Good communication skill both in speaking and writing.

Personal Details

Date of birth	1 st January, 1988.
Father's name	Dr. Nuruzzaman Chowdhury.
Mother's name	Aklima Nargis Zaman.
Blood Group	O (+). O-positive
Permanent address	C/O, Dr. Zaman Manson, East side of govt. PTI. Laxmipur sador.
Marital status	Single
Nationality	Bangladeshi.
Religion	Islam (Sunni).
National ID	5078946240
Passport No	BT0154288

References

Professor and Head

M.A Baten Mian

Department of English.
South East University.
Cell Phone No: 01819935557.
E-mail: headenglish@uap_bd.edu

MD. Daud Hossain

Vice President (VP)

The City Bank
Cell Phone No: 01811261235
E-mail: daud@thecitybank.com

Declaration

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I hereby declare that the information and facts stated herein are true and correct to the best of my knowledge and belief.



A.H.M. Mostafa Zaman Faisal