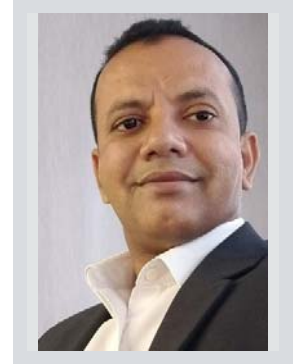


MOHAMMAD MAHBUB ALAM

Address: House no. 95, Road no. 12,
BLK-F, Bashundhara, Vatara, Dhaka
Primary Mobile No: 01303400419
Secondary Mobile No :01949250451
Primary Email: mahbub.rafanan@gmail.com



Career Objective:

To achieve the excellence in the field of Commercial, Financial & Supply Chain Management in a challenging manner and endeavor for the growth of organization.

Career Summary:

An MBA Graduate in Finance having Overall Nineteen year's Experienced (Including six years in GCC countries) in Commercial & Supply Chain departments in various life style consumer products of Trading and Manufacturing (MNC) Companies. Proficient export import procedure and maintain letter of credit.

Special Qualification:

MBA (Finance)

Total Year of Experience: 19.5 Year(s)

Employment History:

1. Head of Trade Finance/Supply Chain Management (May 15, 2019 - Continuing)

R&R Holdings LTD, concern of Sikder Group

Company Location : Sikder Haus, House No # 26,
Road No # 11, Block # H, Banani, Dhaka-1213
Department: Corporate Finance

Duties/Responsibilities:

TRADE MANAGEMENT

- . Responsible in import & export, international business, Trading, Custom clearing & forwarding, negotiate & finalize with authority regarding Customs/Bank/Export/LC/Freight Forwarding/C&F/Supply Chain etc. of Commercial Department of the company
- . Maintain proper liaison with concerned agencies, trade bodies, banks, shipping line, C & F agents, transport agents, insurance companies, VAT department, production and merchandising department
- . Managing budgets, expenses and pricing and commercial arrangements
- . Set up relevant financial structures for all transactions in order to minimize risk, optimize working capital and reduce financing cost

- . Handle Shipping line and transport related concern authorities for smooth and timely delivery of goods and execution of import & export procedures
- . Checking & controlling PI & other invoices, packing list & other related documents for exporting/importing of goods/services

RELATIONS WITH BANKS

- . Managing the centralized trade finance operations activities - Bank Financing Letters of Credit Bank Guarantees Bills/
- . Maintain regular communication with the banks
- . Provide frequent overview and update of the banking environment & comment on important evolution and deals made in the industry.

PROCUREMENT FORMALITIES

- . Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
- . Receive indent, reviewing required quantity, current stock and consumption pattern before preparing procurement plan.
- . Responsible for the overall strategy and execution of supply chain management function as well as the planning and directing of activities and operations of the business as guided by the top management and exploring selecting potential sources of vendor and follow necessary procedure for enlistment.
 - . Work closely with purchasing and procuring processes to ensure that materials and goods - general and technical, are procured, stored and distributed as per predefined policy guidelines.
- . Settling supplier bills/claims and follow up with accounts for timely payment.
- . To take quotation from different suppliers, update the price list and make comparative study (CS) also competitive supplier list among quotation before purchase any product.
- . Administering the activities, suppliers, and vendors involved in product procurement, traditional purchasing, materials planning, production planning, inventory control, logistics and distribution to ensure customer orders are timely fulfilled and inventory goals are met.
- . Coordinate with user departments for technical specification, samples etc.
- . Defining and streamlining the planning methodology based on sales demand resulting in reduction of overall purchasing cost.
- . Handling and monitoring of claims to user departments and vendors for defectives, shortage, missing parts.
- . Coach, mentor, motivate & supervise a team of supply chain management staff including Supply Chain Managers and influences them to take positive actions and remain accountable for their assigned task.
- . Prepare annual budget and perform financial analysis in support of monthly, quarterly and annual supply chain financial control including budget tracking and submitting supplementary budget, if needed.
- . Prepare different types of reports/ statements to meet the queries of Management.
- . Ensure distribution warehouses are sized, designed and staffed properly in line with future requirements for volume, handling, storage, shipping and value-added service.

2. Head of Commercial (Export Department) (April 4, 2013 - May 11, 2019)

RFL, PRAN-RFL GROUP

Company Location: 105, Middle Badda, Dhaka. Department:

Export

Duties/Responsibilities:

- . Handling independently Foreign buyer Carrefour, Lidl, Target Australia, Petmat, El Corte, Loblaws, Dollarama, Stor SL, SP Berner, OGGI Corporation, Cajoric, Sport Direct, Decathlon, BMW etc.
- . Capable to monitor and supervise the activities of the Commercial Department properly and efficiently. .
- Having sound knowledge in Bank activities, customs rules & regulations related to import/export.
- . Checking the price list, mark up and freight charges.
- . Prepare monthly shipping plan and close monitoring all shipment status, reporting to the Managing director time to time.
- . Coordination & control of all shipments with shipping department and also with customers for major shipments.
- . Follow up C&F agent, freight forwarding agent and shipping line and provide them regular feedback to the Management.
- . To work closely with export customers, carry out import process independently to ensure all commercial activities has achieved very satisfactory.
- . Follow up with production department for work order and ensuring to the customer for delivery status.
- . Issuing EXP from Bank and prepared documents for CNF and VAT.
- . Follow up with transportation, distribution department in order to handover goods particular stuffing point earlier the date of ship on board.
- . Follow up with shipping line or forwarder for PSA and confirm the BL
- . Prepare LC documents and presentation documents to negotiation Bank.
- . Follow up with Bank for payment realization,
- . Deal with customs, VAT, DEDO and other Govt./Non-Govt. officials
- . Prepare documents for export and co-ordination with Customs, VAT, EPB etc.
- . Support business and functions by providing tools, process and policies in regard to operational and developmental commercial functions.
- . Sound knowledge of current rules and regulations of Customs, UCPDC-600, HS-Code, Incoterms-2010, etc.

3. Head of Logistic & Commercial (March 15, 2009 - March 30, 2013)

Green Housing & Energy LTD

Company Location: Merul Badda, DIT project House 36,

Road 06, Badda-1212, Dhaka. Department: Finance

Duties/Responsibilities:

- . Procurement of LC related documents & its verification, prepare LC application as per import policy order.
- . Follow up the shipment schedule and LC amendment formalities.
- . Verify release & endorse shipping documents from the respective bank.
- . Follow up the customs clearance of imported goods, insurance survey etc.
- . Follow up the pre-shipment inspection formalities & follow up the post import formalities and its proper track record.

- . Maintain the record of LC and its proper disbursement.
- . Delivery the consolidated invoice (After necessary modification) for submission to customs.
- . Report shipment discrepancies in any to supplier and get credit note and deduct it from the payment.
- . Claim shortages from clearing agent or Insurance Company who is responsible based on report from warehouse.
- . Prepare the procurement plan with proper verified demand in the market.
- . Inquiry the price list with various suppliers.
- . Confirm the work order in order to reduce the lead time.
- . Lead the team for effective management of Warehouse operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
- . Plan, implement & utilize optimum use of warehouse space and activities in coordination with Procurement, Marketing, Planning and other departments.
- . Maintain efficient and effective supply and delivery of product.
- . Identify & segregate of damaged/expired/rejected/redundant/non-moving or unusable stock and managing their disposal in time as per company policy.
- . Observing the moment of products based on various parameters and take decision for transferring them between various retail branches so as to ensure proper and timely stock as per demands and sales, controlling of stock in all retail branches and Warehouses.
- . Preparation of periodic Sales and Stock report like Daily, Weekly, Monthly, Seasonal and Yearly, Comparative Sales and Stock analysis report between various periods
- . Manage the supply chain with the objectives of improving quality, cost and delivery performance.
- . Resolve disputes and claims with vendors / suppliers.
- . To secure the best possible trading terms with our suppliers and to maintain a database of supplier agreements.
- . Develop a long-term demand plan, increasing availability while reducing distribution costs

4. **Commercial Officer (August 15, 2004 - October 19, 2008)**

National Cables Industry

Company Location: Sharjah/Dubai, UAE. Department:
Finance

Duties/Responsibilities:

- . Checking the payment terms with Company offer.
- . Verify the customer statement of account & reporting to Managing director regarding due payment for customers.
- . Credit controlling, analysis of business performance and trend, prepare comparative analysis.
- . Provide support to Finance department to resolve accounting issues with customers.
- . To process and prepare export, import and local letter of credit.
- . To make complete analysis of LC documents as per UCP 600 for documentary credit.
- . To prepare relevant documents to re-embursers export procedure from the buyer.
- . To disburse fund to back-to-back LC openers.
- . Presentation LC negotiation documents to the Bank earliest date of expiry.
- . To liaise with bank and ensure that all LCs being are operation and proceeds are received by the export units.
- . Daily follow up with the Bank regarding payment update against LC, PDC and Bank guarantee etc.
- . Preparation & submission of Tender/Bid, Performance Bond, and Material guarantee Bond documents for local and international tenders.
- . Follow up with local clients for favorable result in the process of tenders.
- . Checking the price list, mark up and freight charges.

- . Prepare monthly shipping plan and close monitoring all shipment status, reporting to the Managing director time to time.
- . Coordination & control of all shipments with shipping department and also with customers for major shipments.
- . Follow up C&F agent, freight forwarding agent and shipping line and provide them regular feedback to the Management.
- . To work closely with export customers, carry out import process independently to ensure all commercial activities has achieved very satisfactory.
- . Follow up with production department for work order and ensuring to the customer for delivery status.
- . Coordination with others departments with the help of operation's & Business project Manager for implementation of new procedures to improve the business process cycle.
- . Maintain payable account, stock inventory, handling all Bank transactions etc.

5. **Commercial Accountant (January 3, 2002 - June 26, 2004)**

Anwal United Trading Company, Riyadh, KSA

Company Location: Riyadh, KSA.

Department: Finance

Duties/Responsibilities:

- . Shipment dealings with supplier France, UK, China & South Africa.
- . Procurement of LC related documents & its verification, prepare LC application as per import policy order.
- . Follow up the shipment schedule and LC amendment formalities.
- . Verify release & endorse shipping documents from the respective bank.
- . Follow up the customs clearance of imported goods, insurance survey etc.
- . Follow up the pre-shipment inspection formalities & follow up the post import formalities and its proper track record.
- . Maintain the record of LC and its proper disbursement.
- . Delivery the consolidated invoice (After necessary modification) for submission to customs.
- . Report shipment discrepancies in any to supplier and get credit note and deduct it from the payment. .
- . Claim shortages from clearing agent or Insurance Company who is responsible based on report from warehouse.
- . Update the average price files, banking corresponding.
- . Observing the moment of products based on various parameters and take decision for transferring them between various retail Outlets / Shops so as to ensure proper and timely stock as per demands and sales, controlling of stock in all retail Outlets / Shops and Warehouses.
- . Preparation of periodic Sales and Stock report like Daily, Weekly, Monthly, Seasonal and Yearly, Comparative Sales and Stock analysis report between various periods.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA(Finance)	Finance & Banking	Rajshahi University	CGPA:2.8 out of 4	1998	2 years
Bachelor of Business Studies (BBS)	Finance & Banking	Rajshahi University	Second Class, Marks :49%	1996	3 years
HSC	Commerce Group	Ananda Mohon college Mymensingh, Dhaka board	First Division, Marks :64.2%	1992	2 years
Science Group	Science	Nandina MHK Govt High school, Jamalpur, Dhaka board	Second Division, Marks :59.6%	1990	10 years

Career Information and Application Information

Looking for : Top Level Job
Available for : Full Time
Present Salary : BDT 1,60,000.00

Personal Details :

Father's Name : Late abdul Khalaque Sharker
Mother's Name : Laily Begum
Date of Birth : August 10, 1974
Gender : Male
Marital Status : Married
Nationality : Bangladeshis
National Id No. : 4604547333
Religion : Islam
Permanent Address : Narunda, Jamalpur., Narundi, Jamalpur Sadar, Jamalpur 2002
Current Location : Dhaka

Mohammad Mahbub Alam