

AL-SAHARIAR

Position: Senior Executive- Commercial.

PERSONAL SUMMARY

A smart, committed and self-motivated individual with an outgoing personality and the ability to develop relationships with key business clients and colleagues. Possessing a proven track record of building long-term relationships with clients and ensuring that value is provided to their businesses. Able to deliver results under pressure by bringing fresh thinking to a project and by fostering long term profitable relationships with key accounts.

Currently looking for suitable positions with an exciting and ambitious Export-Import oriented company where I can achieve my potential.

Personal Information:

Father's name: A.K.M Salimuzzaman.
Mother's name: Salinazaman.
Date of birth: 21.11.1993.
NID: 101 600 6627
Place of birth: Lohagara.
Permanent Address: House: 403, Road: 3/2, Post: Lohagara,
U.P: Lohagara, Dist.: Narail.
Present Address: 156 Begum Rokeya Ave. Dhaka 1216
Nationality: Bangladeshi (by birth).
Religion: Islam.
Sex: Male

Competence:

- Understanding of international trade compliance requirements.
- Having a thorough understanding of the Export-Import industry.
- Implementing effective international sales and marketing plans.
- Networking skills.
- Delivering operational excellence.
- Able to manage multiple clients across different sites.
- A confident grasp of social media campaigns.
- Knowledge about data protection and money laundering acts.
- Ability to work as a part of a team.
- Excellent presentational skills.
- A keen eye for identifying new business.

Information Technology Skills:

- Excellent keyboard and IT skills.
- MS Office: Word, Excel, Outlook, PowerPoint, Access.
- Google Drive: Docs, Sheets, Spreadsheets, Excel, Google Sheets.
- Email: mail merge, filters, folders. Database Management.
- Photoshop, Illustrator, Light room.



+8801915220124



156, Begum Rokeya Sarani,
House# 660, Road# 09.
Dhaka-1216



al.sahariar93@gmail.com

Experience- 6+ Years

SENIOR EXECUTIVE (COMMERCIAL & SUPPLY CHAIN MANAGEMENT)

DECENT TRADE INTERNATIONAL

08/11/2017 – 30/08/2021

As a senior officer of supply chain I was responsible for this below duties.

❖ Duties:

- Finding, Sourcing, Selecting Suppliers/ vendors and Collect Indent/ Proforma Invoice (PI) & Quotation as per procurement planning is my responsibility.
- Primary Negotiation and contract with Suppliers/ vendors by selecting Incoterms and payment method.
- Apply and collect Import permit (IP), NOC, Insurance from government authorized office and ensure submitting the Letter of Credit (L/C) application to the bank According to Proforma invoice.
- Letter of credit (L/C) generation. Accuracy checks of L/C terms- date, product details, shipping process, destination, date of arrival, buyer details, supplier details, payment method, bank address of both parties and other important issue. Responsible to manage amendment/ correction, shipment, negotiation, payment realization, release by follow up with Bank, Insurance Company and Suppliers/ vendors.
- Provide required documents such as Trade License VAT certificate, TIN, IRC, L/C, Bank Clearance, NOC etc to the foreign supplier. Regular follow up for timely shipment as per L/C and ensure document submission in time.
- Import Documents Collect, L/C Wise check and verify all import document- Commercial invoice (CI), packing list (PL), Certificate of Origin (C/O), Bill of lading (B/L), Bill of bill exchange(B/E), shipping documents/ shipping advice, beneficiary certificate, Phytosanitary certificate and other related documents.
- Communicate with Shipping Lines, Freight Forwarder & Maintain cooperation with C&F agent and submit documents to ensure the smooth clearance of consignments.
- Customs duty calculation according to H.S code. Follow up C&F and Customs payment to ensure that the product unload smoothly. Also responsible to collect survey reports where necessary.

EXECUTIVE (COMMERCIAL & SUPPLY CHAIN MANAGEMENT)

CHITTAGONG FAUL BANIJJO (PVT) LTD.

03/07/2016 - 28/10/2017

As an Executive of supply chain I was responsible for this below duties.

❖ Duties:

- Collect information from foreign suppliers about product adequacy, size, color, quality, price, transportation method etc.
- Inform the aspects of the product with local buyers and collect demand paper. Discuss about demand forms with suppliers and collect final instructions.
- Apply and collect Import permit (IP) from government authorized office According to the Proforma invoice (PI) on behalf of buyer.
- Collect Letter of credit (LC) from buyer's bank.
- Accuracy check of LC terms, date, product details, shipping process, destination, date of arrival, buyer details, supplier details, payment method, bank address of both parties and other important issue.
- Provide the required documents of the buyer such as Trade License VAT certificate, TIN, IRC, LC, Bank Clearance, NOC etc to the foreign supplier of the product.
- Regular follow up for timely shipment as per L/C and ensure document submission in time.
- Encourage the buyer to pay the price as per the contract once the supplier confirms the shipment. Collect payment documents from buyer and send to supplier.
- Calculate Bill of entry and ensure Custom clearance. Bill of entry calculation by using Asycuda.
- Ensuring product unloading through liaison with shipping lines and C&F agents. Collect survey reports where necessary.



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Education

Master of Business Administration (MBA)

University of Dhaka (Affiliated Gov.Titumir College)

Subject: Marketing

RESULT (2020) = 2.92



Bachelor of Business Administration (BBA)

University of Dhaka (Affiliated Gov.Titumir College)

Subject: Marketing

RESULT (2018) = 2.98



Higher Secondary Certificate (HSC)

Lohagara Govt: Adarsha College

Subject: Commerce

RESULT (2011) = 4.30

Secondary School Certificate (SSC)

Govt. Lohagara Pilot High School

Subject: Commerce

RESULT (2009) = 4.69

Reference

1.

Mr. Humayun Kabir (Managing Director)

Decent Trade International

Cell: 01991-201201

Phone: 02-51055158

E-mail: info@vortexagro.com

2.

Md. Rasel Uddin Ahmed

Director (DPA/CSO)

Akij Shipping Line Ltd.

AL-SAHARIAR

Date: 01/07/2022