



MD. SHAMIM HASAN

Experience

Manager (Commercial): (01 April 2019 – Present)
Islam Garments Ltd. – Zarun, Konabari, Gazipur.

ISLAM GARMENTS LDT is an entirely integrated and independent unit, comprises of state-of-the-art composite knitting, dyeing, finishing and stitching units under one roof.

Responsibility:

1. Execute, Coordinate, Monitor and manage LC related works. 02. Negotiate with suppliers; collect Proforma Invoice & confirmed INCOTERMS 2010, HS Code, and Opening L/C, Insurance processing. 03. Check L/C as per UCPDC, Declaration of PI & others terms and condition & provide LC to supplier within stipulated time-frame. 04. Negotiate with buyers, collect purchase order, issue PI, check & confirmed back to back LC, Make Bill of exchange, Invoice, Packing List, Truck challan, for export of goods, Issue Exp. Collect 'Banker's Acceptance - BA' & sell (exchange) it for cash from Bank, etc. 06. Cheque all documents before the Director/Managing Director to sign. 07. Co-ordinate & maintaining critical liaison with Govt. Officials, Customs, VAT & Port authority, with suppliers, C&F Agents, Banks, Freight Forwarders, Transport for Export & Import purpose etc. 09. Ensure Trade license, Fire license, IRC, ERC other associated commercial-related all licenses renewal each year.

Deputy Manager :(2016 – 2019)
Islam Garments Ltd. – Zarun, Konabari, Gazipur.

Responsibility:

1. Co-ordination with C&F for Import & Export related work. 2. Co-ordination with Shipping Line / Freight Forwarder for Import & Export related work. 3. L/C or T/T related work with bank. 3. Buyers negotiate documents issued by CCCI / EPB as per buyer requirement. 4. Sub-contract permission prepare & in / out formalities with BEPZA & Customs. 5. Checking Vessel Schedule & Arrange Vessel.

Asst. Manager SCM :(2013 – 2016)
Islam Garments Ltd. – Zarun, Konabari, Gazipur.

1. Check local and foreign market situation for any price fluctuation daily basis. 2. Order and PO follow up daily basis frequent supply chain maintain for production 3. Monthly budget follow-up and try to fulfil the requirement. 4. 2-3 unique quotation's collect for each purchase. 5. Required fund and utilize fund based on every requirement. 6. check the PI terms and condition with quotations and proceed for purchased yarn and dyes-chemical 7. LC follow-up with bank and corrections the required Clause AND Check shipping document (BOE) and proceed to C&F for release goods.

Audit Officer:(2010-2013)

Responsibility:

1. Goods received (GRN), Issue note and stock check with physically register in ERP software
2. Yarn PO and PI, LC input in ERP AND BOE check and input in ERP
3. Leftover management and sales supervise daily basis.
4. Cash and credit bills are checking by justifying price in local market.
5. Dyes-chemical import proposal submit and credit bill checking

Accounts Officer: (2008-2010)
THE SURE AGROVET AND BEVERAGE, Bhawal mirzapur, Gazipur.

Duties:

1. Daily mushak(vat) challan-11 make and issue in each sale
2. Update purchase challan-16 and sales challan 17 daily basis
3. Current account book 18 update daily basis
4. Vat return 19 make and submit to concerned vat circle monthly basis.
5. Daily challan and invoice make for each sale
6. petty cash maintain and sales ledger update.

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10, Road-31, Bimanbandar, Uttara, Dhaka.



Profile

Highly trained and experienced Commercial Manager with more than 10 years of professional experience in the field of export-import. Seeking a challenging position as Commercial Manager to enhance my knowledge and skills in a renowned organization.

Skills

Accounts	●●●●●●●●
Analysis	●●●●●●●●
Organization	●●●●●●●●
Strategy	●●●●●●●●
Marketing	●●●●●●●●
Presentation	●●●●●●●●

Computer & Software

Windows	: Excellent
MS Office	: Excellent
Photoshop	: Good
Tally ERP 9	: Good
Power Pivot	: Good
Power BI	: Good

Languages

Bangla	: Native
English	: Good
Hindi	: Basic

Educational Details

Hours and Masters					
Exam	Subject	Name of Institution	Passing year	Obtained Marks	Class
M.Com (Masters)	Accounting	Govt. M M College, Jashore, Under National University.	2004	60%	First
B.Com (Hours)	Accounting		2003	52%	Second

SSC & HSC					
Exam	Subject	Name of Institution	Passing year	GPA	Division
HSC	Business Studies	S.M.R Degree College, Jhikargacha, Jessore.	2000	62%	First
SSC	Business Studies	M.L. High School, Jhikargacha, Jessore.	1998	65%	First

Personal Information

Father's Name : MD. ABDUL AZIZ
Mother's Name : RABEYA KHATUN
Date of Birth : 04-09-1983
Nationality : Bangladeshi
National ID No : 4122306791168
Religion : Islam
Marital Status : Married
Address (Permanent) : Vill -Mobarakpur, PO+PS- Jhikargacha,
Dist- Jashore.

Reference

Md. Nasiruddin Khan
Manager- Credit
Small Business, SME Banking
BRAC Bank Ltd.
Contract: 01713-090172

Md. Saif Ahamed Rumi
CEO
Islam Garments Ltd,
Konabari, Gazipur.
Contract: 01819279393

Signature