



MD. RASHEL AHMED

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📍 House-23(5B), Block-A, Road-3, Mirpur-1, Dhaka-1216, Bangladesh.

Summary

To build a dynamic career in the Garments & Accessories sector by utilizing my skills and experience in commercial operations, export-import, and documentation management to contribute to organizational growth and professional excellence.

Professional Experience

- | | |
|---|--|
| 01/2022 – 08/2023
Chakroborti, Gazipur. | Crescent Fashion and Design Ltd.
Executive Commercial
As a "Executive (Commercial)" from March, 2017 to January, 2023. |
| 09/2023
FIZ Tower, Plot - 12,
Road-01, Section - 07,
Mirpur I/A, Dhaka-
1216. | Faiza Button And Zipper Ltd.
SR. Executive (Commercial)
Working as a "SR. Executive (Commercial)" of Faiza Button And Zipper Ltd. |

Education

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| 2016 | MASTERS OF BUSINESS ADMINISTRATION (MBA)
Dhaka commerce college
Group - BUSINESS ADMINISTRATION
Year of passing -2016
Result-GPA 3.22 (Out of 4.00)
Institution -Dhaka commerce college. |
| 2015 | BACHELOR OF BUSINESS ADMINISTRATION
Dhaka commerce college
Group - BUSINESS ADMINISTRATION
Year of passing -2015
Result-GPA 3.07 (Out of 4.00)
Institution -Dhaka commerce college. |
| 2010 | HIGHER SECONDARY CERTIFICATE EXAMINATION (H.S.C)
Business Studies.
Group - Business Studies.
Year of passing -2010
Result- GPA 3.30 (Out of 5.00)
Institution - Kumarkhali Degree College, kumarkhali, Kushtia. |
| 2008 | SECONDARY SCHOOL CERTIFICATE EXAMINATION (S.S.C)
J.N. Secondary School.
Group - Business Studies.
Year of passing -2008
Result- GPA 2.94 (Out of 5.00)
Institution - J.N. Secondary School, kumarkhali, Kushtia. |

Skills

- SEP
- MS Office
- CBMS
- BGMEA

Obtained Experiences in performing following works

Preparation of Utilization Permission (U.P).

- Preparation of Utilization Declaration (U.D).
- Preparation of Export & Import L/C.
- Corresponding of Customs, Bond and VAT.
- Any kind of documentation and processing of file (Export & Import).
- Collection on Maturity & Payment.
- Processing of Duty Draw Back claims.
- Preparation and documentation of office files and papers.
- Handling of Fire Office, Environment Office and any other office correspondence.
- Correspondences with NBR regarding VAT & TAX matter.
- Relating to Bangladesh Bank Office.

Languages

Bangla



English



Interests

- Reading Book.
- Tree Plantation.

References

Faruk Ahmed (Ratan), *Technical Officer*, Okapia
ratansheik75@gmail.com, 01766699876

Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge.

MD. RASHEL AHMED