



MD SHANEWAJ

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shanewajpolash@gmail.com

Al Rayyan, Qatar

SKILLS

- Administrative
- International trade and operation
- Supply chain management
- Negotiation Skill
- Sales and Marketing
- Leadership
- Trade Finance Banking operation.
- Knowledge ERP, Cloud and other Software operation

LANGUAGE

- English
- Hindi
- Arabic
- Bengali

HOBBIES

- Gardening
- Traveling
- Playing Cricket and Badminton

PEOFILE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

OBJECTIVE

A self-motivated and organized professional with over Eleven years' experience providing thorough and skillful support to department heads.

EXPERIENCE

Sales and Marketing Executive

Lucilla Fashion

From 5th December 2022 to Till Now

- Dealing with customer to sale product
- . Assist Manager to develop new product segment.
- Understanding current market demand
- Coordinate with team to ensure product just in time.
- Develop marketing strategy and create high quality content for digital Marketing

Sr.Executive Import and Export

Kenpark Bangladesh Apparel Pvt Ltd

From 2010 to 2022

- Follow up import and Export
- Import Documentation processing against and clearance.
- Export Documentation processing against and clearance.
- Knowledge on Import letter of credit opening, amendment and payment clearance.
- All kind of banking transaction knowledge to clear import and export goods.
- Co-ordinate with C&F, Freight forwarding, Shipping agent and Chamber of commerce for relevant trade documentation arrangement.
- Sea, air and Road Shipment knowledge.
- Knowledge on customs audit clearance.
- Knowledge to release sea and air shipment goods clearance in case of urgency by shipping guaranty.
- Team work to Develop project as assign
- Experience to develop software module for trade transaction.

Executive Shipping Department

Bangladesh Pou Hung Industrial Ltd

From 2010 July to December

- Administrative support to Manager
- Manage appointment with supplier and other stake holder
- Maintain files and update Date in the Company SAP software.
- All kind of import documentation Drafting and submission

EDUCATION

East Delta University

Masters of Business Administration

Major Area- Supply Chain Management.

Year of Completion – 2010

PROJECT WORK

- Advertising Plan on “**Bangla Link**”.
- Report on “**New Product Development**”.
- Report On “**Supply Chain Development**”

MEMBERSHIP

- Member of British Council.
- Member of a Social Club (Nabin Mela)

WORKSHOP UNDERTAKEN

- Attended a Workshop on “**Marketing Strategy** ” organized by EBS Chittagong Presented By Ali Zaker.
- Attended a Workshop on “**Global Economy**” organized by EDU and Presented Debashis Bhattacharjee (Advisor of Gneral Motors Co.)
- Attended a workshop on “ **Personal Etiquette**” organized by MCQuire Rens Global Consulting Pvt Ltd at Kenpark Bangladesh Ltd presented by Mr. Thejaka M. Pinidiya (BA Psychology, PGD Law (LON) .
- Attended a Workshop on “**Trade risk Management**” organized by HSBC, Bangladesh.

REFERENCE

Abdur Rahman Al Sulaeti

CEO, Zone Centre trading and Contracting.

Mobile:55011492

Khalifa Hamad A.K Albakar

Managing Director Lucilla Fashion

Mobile: 66914858

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Md. Shanewaj