

MD. FAZLAY RABBI

Present Address: 37, Hatimbag, Mohila College Road,
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Mobile: +8801911439555
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PERSONAL INFORMATION

Name	: MD. FAZLAY RABBI	Alternate Contact No.:	01713591592
Father's Name	: MD. HAFIZUR RAHMAN	Marital Status	: Single
Mother's Name	: MS. FARIDA AKTER	Gender	: Male
Date of Birth	: Dec 20, 1994	Blood Group	: AB+
Home District	: Jamalpur	National ID No.	: 776 917 7010
Religion	: Islam	Passport No.	: BN0760936
Nationality	: Bangladeshi		
Permanent Address	: Tonki, Tonki Bazar, Melandaha, Jamalpur-2021.		

ACADEMIC QUALIFICATION

Degree	Subject/Major	Faculty/ Institution	Year	Result	Out of
M.B.A	Operations Management	Business Administration, American International University-Bangladesh (AIUB)	2019	3.75	4.00
B.B.A	Marketing	Business Administration, American International University-Bangladesh (AIUB)	2016	3.40	4.00
H.S.C	Commerce	Dhaka Commerce College, Dhaka Board	2011	5.00	5.00
S.S.C	Science	Tonkyzobaida Jabbar High School, Dhaka Board	2009	4.31	5.00

JOB EXPERIENCE

01. **Commercial Officer**, Intraco Design Ltd. (Sep 1, 2015 to till date) 5 years

Job Summary :

- To follow-up all Export-Import related commercial tasks.
- To take necessary actions to open BTB L/C (Local, Foreign, EPZ)
- To clear Foreign Import Documents in order to release raw materials (mostly Fabrics & Accessories) from port.
- To arrange Export related Documents and submit to the bank while goods are shipped.
- To follow-up the Export Proceeds & Import Payments.
- To keep the Export records according to the Export Orders.

02. **Intern**, Mutual Trust Bank Ltd. (May 6, 2015 to Aug 7, 2015) 3 months

Job Summary :

To input necessary information of customers to the system for issuing Debit/Credit Card.

OTHER INFORMATION

Proficiency in English : Reading: Excellent Writing: Excellent Speaking: Good
Computer Skills : Proficient in Windows OS, Windows Default Applications, Microsoft Office Suite, Adobe Photoshop, and Internet.
Extra-Curricular Activities : Writing Poems, Travelling, and Gardening.
Other thing About Me : Well organized and efficient; Self-motivated and assertive; Goal oriented; Quickly learn procedures and methods; Computer literate can quickly learn new software; Committed to assisting others; Offering practical solutions; Able to work effectively with clients; Able to recognize client needs, and meet them.

REFEREE INFORMATION

01. **Name** : Md. Rezaul Islam
Position : SAVP & Manager
Company Name : Mutual Trust Bank Ltd.
Address : Meghna Branch, Meghna Industrial Park, Sonargaon, Narayanganj-1400
Phone : 01712070915
E-mail : rezaul.islam@mutualtrustbank.com
Relation : Brother-in-law

02. **Name** : Md. Shakawat Hossain Patwary
Position : Director
Company Name : Intraco Design Ltd.
Address : House#45, Road#04, Sector#11, Uttara, Dhaka-1230
Phone : 01717601186
E-mail : shakawat.ishty@gmail.com
Relation : Professional