**Arefin**

**Senior Export Import Coordinator**

Email: [arefin.374651@2freemail.com](mailto:arefin.374651@2freemail.com)

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement. My most important strength is my ability to troubleshoot and communicate with the end users, including Management, Senior Management, and Executive levels about the automation needs in the workplace and providing solutions to those needs.I find it important to me and all I come in contact with to manage my time, work well in groups, and recognize the importance of a strong work ethic while maintaining persistence and integrity.

Willing to relocate to: British Columbia Alberta Ontario - Calgary, AB

WORK EXPERIENCE

**Senior Export Import Coordinator**

Germania Corporation Limited - Dhaka - December 2013 to Present

Period: 1st January 2010- to 31 December 2013

Duties/Responsibilities: Arranged domestics and international shipments, Prepared documents for ocean and air freights for customs clearance.Ensured all imported items are correctly classified, Checked the customs broker’s (C&F Agent) invoices for accuracy, Maintained customs record keeping system,Ensured international shipping documents are completed correctly,Tracked cargo from the factory door to final destinations,Maintained import data and verified the accuracy of the information, Resolve import problems and monitor for incoming exhibitions, coordinate all deliveries and security arrangements from the airport/ sea port & Land Port to facility & handle all post-entry amendments and internal audits of all imports that have been imported.Working with banks and other financial institutions to negotiate all import letters of credit & T.T, all documentary collection and other international payments. Collect and prepare paper works necessary for import and export activities, verify all documentation necessary for approval of shipment and customs clearance, Handle insurance, endorsement of invoice and other issues diligently and discreetly. Review and establish procedures and documentation policies for import and export compliance.Coordinate with the logistic and production departments for schedule shipment.

**Export Import Coordinator**

Direct Sports & Leisurewear Bangladesh Limited - Dhaka - January 2008 to December 2013

Duties/Responsibilities: Working with banks to negotiate letters of credit, Documentary collections and other international payments, checking , filling Import documentation, handling & supporting import & Export, working with procurement, inventory & production team ,communicate with C&F Agent, Follow up Shipment Schedule, ensure compliance to all regulations regarding import-Export & customs regulations, liaison with Shipping Lines, & Monthly Reporting to the Senior Management, Maintain import-Export data and verify information accuracy, classify all entries, resolve import and Export problems and monitor for incoming exhibitions, coordinate all deliveries and security arrangements from the airport,seaport & Land Port to facility & handle all post-entry amendments and internal audits of all issue that have been imported or Exported.Arranged for pick-up and delivery of goods to respective warehouse, assisted in file transferring to brokerage and for processing export clearance, assisted in daily operations of the import export department, Processed invoices according to purchase orders and maintained payable and receivable documents.

Monitored transporting arrangements from the factory site to the port, communicated any delays in shipment to the respective freight forwarder/shipping agent through phone calls and emails.

EDUCATION

**Bachelor of Commerce in Business Management**

National University of Bangladesh - Dhaka

September 2003 to August 2006

SKILLS

Responsible, efficient, and flexible ability to work in a fast-paced, intense environment smoothly, Work well under pressure as part of a team, Committed to providing total quality work, Work well under pressure to meet deadlines.Negotiate export and import letters of credit, Documentary collections and all other international payments, Export /Import documentation. Working on business critical issues and fixing the same by ensuring minimum downtown Commercial operations Managerial Organizing and Coordinating skills Corresponding and Communication (9 years)

ADDITIONAL INFORMATION

Key qualifications:

Negotiate export and import letters of credit,

Documentary collections and all other international payments, Export /Import documentation. Working on business critical issues and fixing the same by ensuring minimum downtown Commercial operations

Managerial Organizing and Coordinating skills Corresponding and Communication.