



## Résumé Of Md. Anisur Rahman

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🌐 <https://dev-anis-rahmen.pantheonsite.io/>

### CAREER OBJECTIVE

I'd love to be a true management information expert with successful end-to-end management experience under my belt as I look to grow into a more senior market analyst role. I love to work with dealers, retailers and ultimate consumers for information system development in order to meet our business objectives or overcome problems. Reporting, graphs, instant information, data reconciliation and manipulation are my day to day activities.

### EMPLOYMENT

April 2017 - present

**ASST. MANAGER-MIS (SALES DATA ANALYST & REPORTING)**– Meghna Pulp & Paper Mills Ltd  
Gulshan-01, Dhaka.

#### Key Responsibility

- + Mining **data** from primary and secondary sources then reorganizing said **data** in a format.
- + Utilized **SAP** software to track and analyze data.
- + Cross check the information which is given by field force (Such as Stock, Sales, Damage, Memo etc)
- + Follow-up field force daily activities and daily tour plan by software locators.
- + Market survey to gather specific information to support MPPMLs upcoming product/SKU etc, and constructive reporting on categorical pricing, availability and market potentiality as per management required.
- + Verify the promotional Programme activities by physically and liaison with concerned area.
- + Retail outlets to check product-availability, conduct gap-analysis and share with concerned Sales Team.
- + Conduct structured cross-verification audits of claims on products, offerings, complains etc. in the course of day-to-day MPPML sales operation.
- + Prepare special MIS findings report for monthly National Meeting and inform the actual market scenario of respective area.
- + Evaluate the employee performance (Ach%, and Growth)
- + To monitor the delivery from the distribution centers, to ensure the products are delivered in an accurate and timely manner.
- + To handle questions or complaints and offer solutions to customer and dealers regarding finished product delivery.
- + To develop and implement a logistics process and distribute finished products.
- + Monitor progress of major deliveries to ensure receipt.

April 2012 – March 2017

**DIVISIONAL MIS OFFICER**– Abul Khair Tobacco Co. Ltd  
Pahartoli, Chittagong.

**Key Responsibility**

- + Physical verification of Floor Stock.
- + Primary & Secondary Sales Verification of filed force.
- + To cross check Attendance register of Field force.
- + Memo checking for price cut, under rate, over rate & trade offers.
- + To check stock register of Field force & Dealer.
- + Communicate frequently with sales personnel for ROI, ADS, RADS checking.
- + Verification of route chart, market relation, target achievement record etc.
- + Check out delivery activities & sales out of the day.
- + Find out any types of corruption and prevention of fraud
- + Verify distributors claims such as display bill ,commission and incentive bill e.t.c.
- + Visit Outlets to find out Irregular service, uncovered service and out of stock.
- + Look for whether promotional programs are implemented properly or not.
- + Perform other investigative jobs and market research assigned by management.

July 2010 – March 2012

**TERRITORY SALES OFFICER**– Abul Khair Tobacco Co. Ltd  
Pahartoli, Chittagong.

**Key Responsibility**

- + Arrange morning meeting and target distribution to AMO by Zone Wise.
- + Ensure manpower participation.
- + Maintain Attendance book, DSS and morning meeting register.
- + Check AMO and SR activities in their schedule Route.
- + Build relation with retailer.
- + In evening sales collect from TSO.
- + Check SR's DSS after complete their development.
- + Ensure training for SR for their development.
- + Ensure display and product visibility.
- + Target Distribution to TSO, AMO and SR.
- + Last month sales and market share analysis.
- + Ensure DD and TT by distributor in right time.
- + Ensure buffer stock in territory house.
- + Identify and solve the problem of market.
- + Supervision work for SR.
- + Check distributor bill & profit and loss statement.
- + Maintain demand sheet, tour plan gift statement, etc.

Jan 2006 – June 2010

**BRANCH MANAGER**– omeca  
Malopara, Rajshahi.

**Key Responsibility**

- + General checking on Daily report, monthly report, stock report and send to the head office.
- + Maintains and directs the orderliness and worry-free environment of the organization.
- + Assist with preparation of monthly budget.
- + Customer handling, problem solving & decision-making.
- + Plan of Marketing & Local Management
- + Assist with preparation and advertising of contract documents
- + Directing all operational aspects including distribution, customer service, human resources, administration and sales in accordance with the bank's objectives

## EDUCATION

2011	<b>MASTERS OF BUSINESS ADMINISTRATION</b> <b>CGPA-3.454</b> Major-Marketing, University of Rajshahi
2006	<b>MASTERS OF ARTS</b> <b>SECOND CLASS</b> Major-Islamic History & Culture, National University
2005	<b>BACHALOR OF ARTS</b> <b>SECOND CLASS</b> Major-Islamic History & Culture, National University
2001	<b>HIGHER SCHOOL CERTIFICATE</b> <b>FIRST CLASS</b> Humanities, Rajshahi Court College
1999	<b>SECONDARY SCHOOL CERTIFICATE</b> <b>SECOND CLASS</b> Humanities, Shohid Mamun Mahmud High School, Rajshahi

## TRAINING & CERTIFICATION SUMMARY



2021 **UDEMY**  
**CERTIFICATE COURSE ON WEB DEVELOPMENT FUNDAMENTALS**



2021 **UDEMY**  
**CERTIFICATE COURSE ON AFFILIATE MARKETING**



2021 **UDEMY**  
**CERTIFICATE COURSE ON ECOMMERCE**



2020 **UDEMY**  
**CERTIFICATE COURSE ON BUSINESS ANALYSIS & REQUIREMENTS LIFE CYCLE MGT.**



2020 **UDEMY**  
**CERTIFICATE COURSE ON NEXT-LEVEL LINKEDIN MARKETING**



2020 **UDEMY**  
**CERTIFICATE COURSE ON MICROSOFT EXCEL PIVOT TABLES & PIVOT CHARTS**



2017 **MEGHNA GROUP OF INDUSTRIES**  
**TRAINING ON SAP (SD & MM MODULE)**



2005 **QUANTUM FOUNDATION**  
**TRAINING ON MEDITATION**

## SPECIALIZATION

- + Pro-active & able to work under pressure.
- + Team player and leadership skills.
- + Committed to providing total quality.
- + analytical and problem solving skills

## PERSONAL INFO

Father's Name	Late Abdul Hamid
Mother's Name	Mrs. Ashma Khatun
Present Address	Road#01, Moddho Badda, Gulshan-01, Dhaka.
Permanent Address	179, Nawabgong Ghoshpara, Rajpara, Rajshahi, GPO-6000
Date of Birth	15-12-1984
Height	5'10''
Religion	Islam
Nationality	Bangladeshi

## PROJECT DONE

Logo promotion of [www.freelancer.com](http://www.freelancer.com)  
The world-wide logo promotion competition of free-lancer.com website I am taken an interest within the competition and sent a video-footage.. By the grace of Almighty Allah, I got the first prize in 2011.

## LANGUAGE PROFICIENCY

Have excellent command in both English and Bengali.

## COMPUTER SKILL

Operating System	SAP-ERP, Windows (up to date)
Application	Advance MS Office, HTML, CSS, GitHub, Wordpress (Web Design), & Photoshop.

## REFERENCE (S)

Reference (1)  
Shah Jalal Chowdhury  
Asst. General Manager, Accounts  
Meghna Group of Industries  
☎ 01793598505

Reference (2)  
K.M. Iftekhar Mahmud  
Manager, Shah Cement  
Abul Khair Group  
☎ 01985559022



Signature of the Applicant