

DAWLAT-A-ELAHI SAWRAB

Phone Number: 01753558796

Email: dawlatsawrab@gmail.com

LinkedIn: <https://www.linkedin.com/in/dawlat-a-elahi-sawrab>

Present Address: Motiullah Khan Shaheb Bari, P.O. : Mirzapur(4334), P.S.: Hathazari, Chittagong



Resume Objective

To secure a position in an organization where I can learn, utilize and expand my knowledge and skills to further the goals of the organization.

Education

Degree	Institution	Year	Subject	Grade
M.B.A.	University of Chittagong	2016-2017 (Examination held in 2019)	Supply Chain Management	3.50 (1 st semester)
B.B.A.	University of Chittagong	2013-2016 (Examination held in 2018)	Management	2.97

Internship

From January 2020 to February 2020	Supply Chain Management Intern Karnafully Steel Mills LTD. (A unit of T.K. Group of Companies) Chittagong. (Prepared a detailed Business Report using different tools e.g. VIRO, RBV, PESTEL, Balanced Scorecard, Financial Ratio, Value Chain, PLC Position, Market Analysis, 5 years projection etc. to analyze firm's external and internal environment)
From September 2018 to November 2018	Human Resource Management Intern Golden Horizon Limited (A unit of Sunman Group of Companies) Chittagong.

Training/ Workshop Details

Business Process Management	100 Hrs. (Certification course of L.I.C.T. project by the Government of Bangladesh, Learnt Advanced MS Excel for Business, Tally ERP.9, Business Analytics, MS Word, Power Point essentials etc.)
Soft-skill Training	60 Hrs. (Certification course of L.I.C.T. project by the Government of Bangladesh, Learnt Essential Business Behavior, Public Speaking, Communication Skills, Team Building, Team Work etc.)
Soft-skill Training	16Hrs Workshop on Communication Skill, Public Speaking, Debating by C.U.D.S.

Computer Skills

MS Office	Proficient in working on MS office suite (MS Excel, PowerPoint & word, 80 Hrs. training, 62 Hrs. Online courses MS Excel: Macros, Automation, Pivot Table, Lookups, Index, Subtotal, Solver, Advanced Conditional formatting, Advanced Charting, Advanced Functions etc.)
Tally.ERP9	Good knowledge of Tally.ERP9 (Accounting, Inventory management, Payroll)

Additional Courses

Supply Chain Analytics	14 Hrs. Rutgers The State University of New Jersey (Online Certification course by Coursera)
Supply Chain Logistics	12 Hrs. Rutgers The State University of New Jersey (Online Certification course by Coursera)
Excel Skills for Business: Advanced	54 Hrs. Macquarie University (Online Certification course by Coursera)

Extra-Curricular Activities

From 2015 to 2017	Organizing Secretary, Udayan, Chittagong
Since 2018	Volunteer, Volunteer for Bangladesh, Chittagong Division
From 2013 to 2019	Member, Debater, C.U.D.S. (Chittagong University Debating Society)
From 2013 to 2019	Member, Management Communication Club

References

Dr. Md. Sahidur Rahman Chairman, Professor, Department of Management, University of Chittagong. Phone:+880-31-2606001-10 Mobile: +8801979244387 E-mail: sahidur_cu@yahoo.com	Dr. Mohammad Harisur Howladar Professor Department of Management University of Chittagong Mobile:+8801711277296 Email:howladarmohammad@gmail.com	Swadip Bhattacharjee Assistant Professor Department of Management University of Chittagong Mobile: :+8801911012575 Email: swadip_hrk@cu.ac.bd
---	--	---

Sincerely yours

.....

Dawlat-A-Elahi Sawrab