





Syed Taqvir Zaman

 Plot# 50/C, Holding# 481, Khilgaon, Dhaka, 1219

 taqvir7@gmail.com

 01940367377

CAREER OBJECTIVE

To work for an organization that will help enhance my skills to benefit mutual growth and success. It is very important for me to do something good at and learn while doing it. Also to provide best practices for the organization as well as try to establish a career based on honesty and efficiency.

PERSONAL DETAILS

Father's Name: Syed Kamruzzaman

Mother's Name: Israt Jahan

Date of Birth: November 9, 1997

Blood Group: O+

Religion: Islam

National ID: 4652683246

REFERENCES

- Moushumi Haque**
Lecturer
Notre Dame University
Bangladesh
Phone: 01732645533
Email: moushumi@ndub.edu.bd
Relation: Academic

Iftekhar Sarwar Emon
Assistant Manager
Concord Group of Companies
Phone: 01707531386
Email: iftekhar2874@concordgroupbd.com
Relation: Professional

EXPERIENCE

Daraz Bangladesh Ltd.	Jr. Executive- Retail Commercial
February 2019- Present	I started here from February 2020. My responsibilities included Working with different operational software to run the operational process, Coordinating with different stakeholders internally and externally to ensure a smooth flow of operation. Managing Operators & Issue resolution. Maintaining smooth operation of designated hub.
Concord Group of Companies	Jr. Executive- Marketing & Sales
September 2018- August 2019	I joined their on September 2018, as an Intern. After the internship I was recommended by my superiors and joined their as Jr. Executive. My responsibilities included visiting potential clients, providing information regarding package price and other facilities. Also I had to coordinate events, identify clients need and provide necessary supports to ensure customer satisfaction.

EDUCATION

Notre Dame University Bangladesh	Masters of Business Administration
2019- Present	Currently I am at my last trimester. Also did my major in Marketing .
Notre Dame University Bangladesh	Bachelor of Business Administration
2015-2019	CGPA: 3.45 out of 4.00 . Majored in Marketing and minored in Finance .
National Ideal College	Higher Secondary School Certificate
2012-2014	GPA: 5.00 out of 5.00 Group: Business Studies
Faizur Rahman Ideal Institute	Secondary School Certificate
2002-2012	GPA: 4.44 out of 5.00 Group: Commerce

CAREER ACHIEVEMENTS

- My biggest achievement came when I was in Concord Group of Companies. I managed to secure my position at the "Top 10 most successful package sells" within almost 4 months which was very much appreciated by my superiors. And took strategic approach to maximize customer engagement.

TRAINING & EXTRACURRICULAR ACTIVITY

- "The Excelist- 2016"- Training on MS Excel. Organized by UIU Finance Forum, UIU.
- Former General Secretary at Notre Dame University Bangladesh Business Club (2017-2018)

SKILLS

- Good oral and written communication skill.
- Organizational ability
- Very much attentive to details.
- Great presentation skill
- Proficient in Microsoft Office

INTERESTS

- Brand Management
- Business Development
- Inventory management
- Customer Relationship Management
- Analyzing & Data Mining