

# Nazrul Islam Majumder

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## Career Objective

Operation executive seeking an opportunity to use my operation & management skills to face unique challenges of an organization. Will try to achieve organizational goals & objectives by use my strong organizational skills, educational background, and ability to work well with people as a team.

## Work experience

□ **Designation:** Executive-Operations

**Organization Name:** Shop Up

**Tenure:** September 06, 2020 to Present

**Job Description:**

- o Update & Prepare ROI, Incentive, NMV, Metric, daily sales, Market credits reports
- o Visit frequently retailers to find issues related to Sales Operations & report to the management
- o Develop system/process by coordinating with management to clear the backlog daily
- o Taking daily sales update from ASM & generating reports.
- o Every day give update about daily sales targets according to the monthly target to ASM, also following up whether targets achieve or not.

□ **Designation:** Intern-Business Development

**Organization Name:** YSSE (Youth School for social entrepreneurship)

**Tenure** : July 01, 2020 to August 27 2020

**Job Description:**

- o Conduct lead generating activities including outbound calls and emails
- o Data analysis and business analytics
- o Learn about prospects' goals and critical pain points
- o Help prospects understand our NGO value proposition

□ **Designation:** Intern, Procurement

**Organization Name:** National Polymer Industries Limited

**Tenure:** September 21, 2019 to December 19, 2019

**Job Description:**

- o Assist Senior Deputy Manager in raising quotations and procurement documents
- o Implementation of approved procurement plans
- o Draft framework agreements for suppliers and updating procurement status report
- o Issuing and receiving of stock.
- o Preparation and maintenance of stores records. Stocktaking, inventory

## ***Scholar Qualification***

**Title of Certification:** Bachelor of Business Administration (B.B.A)  
**Institution:** North South University  
**Concentration:** Marketing  
**CGPA :** 2.76 out of 4 (82% marks in terms of NSU grading policy)  
**Tenure :** May 2015 to December 2019

**Title of Certification:** Higher Secondary School Certificate (H.S.C)  
**Institution:** Feni Government College  
**Concentration:** Science  
**GPA :** 4.5 out of 5  
**Tenure :** November 2011 to March 2013

**Title of Certification:** Dakhil Examination (S.S.C)  
**Institution:** Feni Falahia  
**Concentration:** Science  
**GPA :** 5 out of 5  
**Tenure :** January 2001 to January 2011

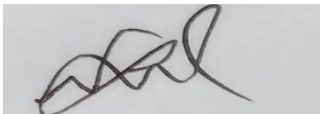
## ***Professional Skills***

- Excellent Command over both English & Bengali
- Ability to work under pressure for long time
- Client management
- Proactive & multitasking
- Analytical & problem solving
- Good communication & Interpersonal
- Well versed in Microsoft office suites (Word, Excel, Power point) & a quick learner new software sand development

## **References**

**Md. Imtiaz Hossain Fahad**  
Assistant Officer  
Office of the Controller of Examinations  
North South University  
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**Md. Nayamot Ullah**  
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***I hereby declare that all statements made, and particulars given above are true, complete & correct to the best of my knowledge & believe***