

KAZI NAWROZ IBNE MIZAN

Address: House 97, Road 5, Block A, Section 12, Mirpur, Dhaka 1216
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Career Objective:

To get employed in a reputed organization, and work my way up in the hierarchy using my skills, and hard work.

Employment History:

Total Year of Experience : 1.1 Year(s)

1. Export Officer (July 25, 2019 - Continuing)

Apex Husain Group

Company Location : Lalbagh, Dhaka

Department: Export

Duties/Responsibilities:

To oversee all export related RFQs and necessary documentation

- Build-up relation with international stakeholders worldwide in the polymer rubber industry.
- Communicating with existing and potential clients regularly.
- Maintaining relation with clients through e-mail or phone.
- Delivered sales and negotiation skills.
- Sold and promoted company's produced goods internationally.
- Being updated with new trends of goods, processes & systems.
- Formulated strategic plan to increase sales.
- Ensured party wise product distribution.
- Created & implemented new international distribution network.
- Executed export operation(s) in accordance with schedule.
- Dealt with legal issues of export and update all the documents.
- Maintained proper channels of export.
- Any other task assigned by the higher authority.

2. Issue Resolution Officer (January 2, 2019 - July 25, 2019)

Daraz.com.bd

Company Location: Dhanmondi

Department: IR

Duties/Responsibilities:

Solving interdepartmental and external issues.

- Coordinated with the sellers and customers on their complaint
- Taking escalations and solving seller issues (FCR)
- Escalated seller and customer complaints to internal department(s) and follow up
- Coordinated with seller and customers on their complaints through calls or emails
- Discussed critical and chronic issues with their reporting authority
- Meeting the Productivity and Quality as per assigned by management.
- Maintained the quality and productivity & ensure seller and customer satisfaction

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Administration (BBA)	Major: International Business, Minor: Media & Communication	Independent University, Bangladesh	CGPA:2.5 out of 4	2018	04
IELTS	Academic	British Council [Foreign Institute]	CGPA:7.5 out of 9	2014	-
GED	All	American Alumni Association [Foreign Institute]	Second Division	2012	-
A-Level	Science	Scholastica	CGPA:3 out of 5	2009	02
O Level	Science	Scholastica	CGPA:4.1 out of 5	2006	02

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Private Pilot's License	Private Flying License (Light Aircraft)	Arirang Flying School	Bangladesh	Hazrat Shahjalal International Airport	2014	1 year

Achievements:

- “Live-in-field Experience program” by PROSHIKA Human Resource Development Trust, 2013.
- “Class-2 Clearance Medical Certificate” by Civil Aviation Authority of Bangladesh, 2013.
- “Maine State High School Equivalency Diploma” by Maine Department of Education U.S.A., 2012.
- “Quantum Method Course for Mind Development & Self Improvement”, by Yoga Foundation, 2012.
- “Life Long Blood Donor” at Voluntary Blood Donation Program, Quantum Foundation, 2010.
- “Leadership Development: Youth Empowerment & Activism” by International Affairs Club, 2009.
- “General Secretary” at IUB theatre, 2009-2012

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 20000
 Expected Salary : Tk. 30000
 Preferred District : Dhaka

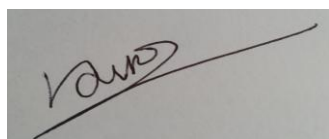
Personal Details :

Father's Name : Kazi Mizanul Islam
Mother's Name : Zinat Rehana
Date of Birth : January 20, 1990
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Muslim
Permanent Address : House 97, Road 5, Block A, Section 12, Mirpur, Mirpur TSO, Mirpur, Dhaka 1216
Current Location : Dhaka

Reference (s):

Name : Kazi Mizanul Islam
Organization : Syed Bazlul Haque University College
Designation : Principal
Address : Banaripara, Barisal
Mobile : 01711334461
E-Mail : kazimizan_1961@yahoo.com
Relation : Father

Name : G.M. Shahidul Islam
Organization : Independent University, Dhaka
Designation : Dean, Department of Media & Communication
Address : Block#B, Bashundhara Residential Area
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E-Mail : gmsalam@iub.edu.bd
Relation : Teacher



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