

Shajia Afrin

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Career Objective:

To work as a **Business Development Professional** in any fast-growing local large or multinational organization with immense responsibility so that my influential & situational leadership style, communication skill, problem solving skill, relevant knowledge & working experience of 2 years in Strategic Business Development, International Business, Product Development, Marketing & Commercial can be solely utilized for the organizational development.

Proficiencies:

- Business development
- Communication skill
- Process improvement
- Project management
- International trade
- Negotiation & persuasion
- Research & strategic planning
- Business intelligence
- Collaboration skill
- Just in Time (JIT)

Personal Information:

Date of Birth: 3 Sept, 1993

NID: 1993 2696 4060 00544

Working Experience:

1. **Name of the Organization:** Beacon Power Systems Limited
(SBU of Beacon Group)

Website: beaconpower.com.bd



Designation 1: Engineer (Sales Administration)

Duration: From Jan'16 to till now

Job Responsibility:

- Preparing estimation for about 300+ projects of the company by leading a team of 6 people.
- Ensuring smooth business operation by coordinating with 3 suppliers from USA, UK & Italy.
- Train up sales team on necessary product information time to time.
- Preparing yearly sales budget as per business forecast from higher management.
- Work on cost minimization of all foreign and local genset components (consumable spare parts, overhauling and critical spare parts).
- Maintaining genset inventory as per requirement of sales team to meet the sales budget.
- Inventory & generator sales roll-out ratio analysis & informing it to the concerned people bi-weekly.
- Prepared 400+ sales offer, maintaining sales & offer ledger with proper case study to follow up sales.
- Preparing the weekly/ monthly/ yearly report on sales, offer generation, pricing and inventory status with detailed analysis refer to budget.

Achievements:

- Prepared MRP of 30 different rating generators (from 9kVA-3000kVA) after surveying business portfolio of eight competitors and collecting the price & other data from competitors.
- Training up 18 people including sales team on basic generator information.
- Prepared BPSL central client database of 500+ targeted clients with maximum information input.
- Prepared landed cost statement for 7 shipments of 65 generators ranging from 20kVA to 1500kVA with their standard spare parts and accessories.

Designation 2: Engineer (SCM) (Additional Role)

Duration: From Jan'17 to till now

Job Responsibility:

- Corresponding with vendors, price negotiation and local transportation monitoring.
- Managing the inventory of both generators and spare parts and rollout effectively.
- Issuing and maintaining pro-forma invoice/ challan or any commercial documents and monitoring material receiving report (MRR) from the store department.
- Collecting quotation from enlisted suppliers, preparing comparative statement and submitting it to "Purchase committee" for approval and issuing purchase order (P.O).
- Preparing yearly import plan of generators with their spare parts, statement of landed cost of products & planning for their monthly procurement as per yearly budget forecast.

2. **Name of the Organization:** Xiamen XGMA Machineries Co. Ltd., Bangladesh

Website: www.xgma.com



Designation: Engineer (Marketing & After Sales Support)

Duration: From Feb'15 to Dec'15

Job Responsibility:

- Marketing and processing new sales of construction machineries & material handling equipment (e.g. Wheel Loader, Excavator, Bulldozer, Forklift, Road Roller, Motor Grader, Backhoe Loader, Hydraulic Crane and Mini Machineries) by managing 30+ accounts.
- Analysis of Earthmoving machineries market & comprehensive market study.
- Training up operators after machine sales on machine maintenance.
- Handling customers' complain & taking necessary action for resolving them.
- Preparing weekly/monthly report on sales status, site visit against customer complaints.

Achievements:

- Met 36Nos of clients for product presentation and confirmed six sales from them.
- Visited over 10 factories & construction sites & trained their operators/ supervisors/ technicians on regular machine maintenance & reduced the lead time of solving customers' complain.

Academic Qualification:

- **Pursuing MBA in Finance** from **Bangladesh University of Professionals**
- **BSc. in Mechanical Engineering** from **Military Institute of Science & Technology** in 2014 with CGPA 3.39 out of 4.



Project Works:

- **"Electrical Power Generation by Producing Steam (a model of steam power plant)"**, under supervision of Major Mizanuzzaman, Instructor, Class-A, Department of Mechanical Engineering, MIST

Thesis:

- **"Performance Analysis of Lubricant for Automobile engines by Condition Monitoring"**; under supervision of Dr. Engr. Alamgir Hossain, Professor, Department of Mechanical Engineering, MIST

Training:

- **30 days long** industrial training from **Dhaka WASA** regarding their operation & maintenance work
- Training on **"Corporate Behavior, Manner and Etiquette"** organized by **World Academy for Research & Development (WARD)** in 2016.

Computer Skill: Sound in Microsoft word, excel & power point presentation.

Design Tools Skill: Solidworks, AutoCAD (2D & 3D) & Illustrator **Language Skill:** Fluent in Bengali and English

Reference:

- **Brig Gen. Md. Lutfor Rahman**, Dean, MIST, **Mobile:** (+88) 01716 121 309, **Email:** lutfor@me.mist.ac.bd, **Relationship:** Academic
- **Md. Akram Hossain**, COO, Beacon Power Systems Limited, **Mobile:** (+88) 01708 146 101, **Email:** hossain@bpsl.com.bd, **Relationship:** Professional