



MOHAMMAD TAUFIQUE  
UR RAHMAN

## CONTACT



taufique.urrahman@gmail.com



+8801744685558



linkedin.com/in/taufique-ur-rahman



House No: 230, Block: D,  
Road: 7, Bashundhara R/A,  
Dhaka-1229

## CORE COMPETENCIES



Operation and Control

Supply Chain Management

Logistics Planning

HRIS

Vendor Management

Marketing Research

Load Planning Support

Quick Learner

Analytical Skills

## PROFESSIONAL PROFILE



I am a passionate business graduate with practical understanding of operational and contingency planning, having hands on experience in logistics and supply chain management where I get to work with cross functional teams. I am proactive who able to multitask; I can work both autonomously and as a team player with strong interest in expanding my skill sets through quick learning and versatility.

## WORK EXPERIENCE



### Executive, Operation (Sea Export) Junior Executive, Operation (Sea Export)

Scanwell Logistics Bangladesh (Pvt) Ltd. (May 2019 – Jan 2021)  
Multinational Freight Forwarding Company

- Preparing shipment costing, generate billing into freight management system
- Checking/Negotiating for better rates with carriers/co-loaders and quote competitive rates to customer
- Providing weekly tonnage report and countdown to management
- Communicating with destination agents/ scanwell offices for shipment approval, planning shipments as per customer's requirement. (inbound and outbound)
- Interfacing with internal teams (CGP operations, Air export)/ external teams (Destination offices, agents) in relation to ensure smooth shipment move, acting upon any observed deviations.
- Proactively managing all steps of payment call and follow-up.
- System input to create lot in FMS and other tasks given by the supervisor (Preparing shipment advice, Pre-Alert, Filing AMS & Cargo tracking)
- Reporting escalated matters in timely manner to line management.
- Working with variety of customer system services (Lognet, mySEKO Harmony) and carrier websites.



### Intern, B2B Product Marketing & Corporate Sales

Banglalink Digital Communications Ltd. (May 2018 – Aug 2018)  
Leading Multinational Telecom

- Conduct a marketing research aiming to improve Customer Retention Rate for a new B2B product
- Providing necessary service to corporate clients with proper solution/feedback
- Performing activation of dial connection, monthly billing support, generating different sorts of analysis & reporting to the supervisors
- Assisting in experimental B2B Telemarketing Project

COMPUTER EXPERTISE



- **MS Office Suit**
- **Google:** DOCS, Sheets, Slides, Forms, Drive
- **Email:** Mail merge, filters, folders, rules
- **Writing:** Research Paper, Project Report
- **FMS:** Invoicing, Creating Lot
- **System:** Carrier bookings, SI submission, Lognet container loading, LO's into Harmony
- **Graphical:** Adobe Photoshop, Adobe Lightroom

SOFT SKILLS



- Leadership & team work
- Helping attitude & understand team behavior
- Adaptability in any environmental constraints
- Communication and Presentation skill
- Ability to perform under pressure and fulfill tasks within specified timeframes
- Attention to details accompanied by good sense of urgency
- Analytical skills with understanding in latest Technologies
- Disciplined, sound ethical background and integrity

LANGUAGE PROFICIENCY



Excellent Command over following languages:

- **Bangla**
- **English**

TRAINING & CERTIFICATION



- **Professional Adobe Photoshop CC Course With Advance Training**  
Certified By: **Stephen Koel Soren** (Instructor of WTC), & **Udemy**.
- **Zero to Hero in Microsoft Excel: Complete Excel guide 2021**  
Certified By: **Start-Tech Academy & Udemy**.
- **Digital Marketing Strategy 2021. Start from scratch!**  
Certified By: **Anton Voroniuk** (Digital Marketer and Google Academy Trainer) & **Udemy**.

NOTABLE ACADEMIC WORKS



- Marketing research on “Factors influencing women in terms of choosing ride sharing services in Bangladesh” (MKT414- Marketing Research, Mar 2018)
- Analysis and design of payroll, time management, compensation, recruitment and training modules for an organization in computerized HRIS (HRM417- Human Resource Information System, Dec 2017)

ACADEMIC ATTAINMENT



East West University  
Bachelor of Business Administration  
Major: Marketing / Minor: Human Resource Management  
Passing Year: October 2018  
CGPA: 3.27/4.0



Motijheel Govt. Boys High School  
HSC'11, Dhaka Board  
Background: Science  
GPA: 3.2/5.0



Khilgaon Govt. High School  
SSC'09, Dhaka Board  
Background: Science  
GPA: 4.94/5.0

REFERENCES



Dr. Md. Abdul Momen	Mahmudur Rahman
Assistant Professor	Head of Sea Export Dept.
Dept. of Marketing, EWU	Scanwell Logistics Bangladesh (Pvt) Ltd.
Relation: Faculty & Advisor	Relation: Supervisor
Contact: +8801911302318	Contact: +8801817296211
E-mail: a.momen@ewubd.edu	E-mail: mahmudurrahman@scanwell.com