

TANZIR ALAM

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Career Objective

Committed to identifying & implementing continuous improvements in the supply chain. Now looking for a new & challenging position, one which will make best use of existing skills & experience and also further my personal & professional development.

Career Summary

I have 3+ years' experience in Air Line and Software Industry in both SCM and Audit function. Apart from this, I am also experienced in Internal Audit, Process Review and Re-engineering. I am accustomed in ERP based controls. In my recent role, I have worked with Inventory Management, Bank Reconciliation and Maintenance the Book of Accounting. I was responsible particularly for Financial Management study, market and industry research.

I am a Business Graduate from East West University and studying Master of Professional Accounting from AIS, FBS at University of Dhaka. As the part of voluntary activities, I am involved with Scouting for more than 17 years and now works as an Adult Scout Leader. Also honored as the Life Long Member of Bangladesh Red Crescent Youth.

Moreover, I have kin interest to achieve professional degree of Certified Supply Chain Manager-CSCM. For adding more value, I have a vision to be a Certified Supply Chain Professional-CSCP from APIC followed by generating knowledge on Forensic Accounting and Finance. I have strong communication skills and passion for learning new things.

Employment Experience

Total Year of Experience: **3.6 Years**

1. Executive, Supply Chain & Accounts (January 24, 2017 – March 31, 2019)

AirAsia Bangladesh 2.2 years

GSA: Total Air Services Limited

Company Location: Erectors House (5th Floor), 18 Kemal Ataturk Avenue, Banani, Dhaka-1213

Key Responsibilities:

- Leading a diverse team to ensure the best service experience for valued customers. Experience in handling inbound shipments by efficiently managing clearance and delivery operations. The operations ranged from following-up import general manifests and flight rotations to overseeing customs clearance sales and operations. The position demands proactive endeavor to control amendments and misrouted/frustrated shipments ratio, responding to the earliest customers' queries such as providing clearance updates, issuing amendment.

The responsibilities are also included but were not limited to managing gateway warehouse inventory and finances, handling abandoned and customs auction consignments, ensuring the stakeholder relations such as Customs, National Board of Revenue, Civil Aviation Authority, BIMAN Authority, International Air Express Association, pertaining Airlines, Clearing Agents and communicating operational needs to senior management. Plan and forecast material needs for various program and platform in order to ensure availability and effective allocation of inventory and materials at warehouse ordering material on request by maintenance engineering team and ensure timely available of material.

- Maintenance of Books of Accounts under ERP: Where I had to maintain the internal auditor activity to review all the accounting transactions for final assessment.
- Bank Reconciliation: In this part, I was the only responsible person to oversee the regular, monthly banking transactions and the task was a part of the cash transaction reviewing project to ensure all the transaction acts within the company's favor.
- Inventory Review: As, the cash was the only inventory there, I used to maintain all the separated use of this inventory for company's daily transaction.
- Reporting: Finally, at the end of the day, all the above task was reported manually along with the ERP generated report directly to CEO and Director of Finance.

AREAS OF EXPERTISE:

- ♣ International Logistics
- ♣ Supply Chain Optimization
- ♣ Clearing and Forwarding
- ♣ Organization and Prioritization
- ♣ Accounts & Finance
- ♣ Effective Communicator
- ♣ Negotiator and Closer
- ♣ Process Re-engineering
- ♣ Stakeholder Relations
- ♣ Business Friendly Attitudes

2. Executive, SCM & Accounts & Finance (September 2015 - January 15, 2017)

DATES IT System (Software Firm) 1.4 years

Company Location: House- 13, Road- 3, Block- B, Banasree, Rampura, Dhaka- 1219

Website: www.datesitbd.com

Contact Person: Tanvir Rahman Rakib, Chief Executive Officer

Cell: +880 1611 200 700; Email: rakibtanvir@gmail.com

Key Responsibilities:

- Purchase & Procurement
- Lead and develop the accounting function: As it was the startup, I was responsible to develop the accounting and finance schedule, maintain, review the total financial and accounting process.
- Manage the processing of all income and expenditure.
- Ensure timely receipts from and payments of invoices.
- Reconciliation of restricted income and spending of restricted funds.
- Manage and control credit card expenditure, expenses.
- Process monthly and weekly payroll.

Training

Accounting Software

Name: **Prism ERP (Accounts)**

Institute: Divine ERP Solutions Pvt. Ltd.

Duration: 1 Month (January 23, 2017 to February 28, 2017)

Academic Qualifications

MPA	Master of Professional Accounting (MPA)
Continuing	4 th Semester Continuing Department of Accounting & Information System (AIS), FBS University of Dhaka
Fall 2015	Bachelor of Business Administration (BBA) East West University, Bangladesh Major: Finance
2010	Higher Secondary Certificate (HSC) Dhaka City College, Dhaka

Computer Skills

- ✓ Enterprise Resource Planning (ERP), Accounts Management Software, E-mail Corporate Communication, Blog Writing.
- ✓ Confident in Windows based operating system & software application like MS Word, MS Excel, MS Power Point and basic hardware knowledge.

Language Skills

	Speaking	Reading	Writing
English	Good	Good	Good
Bengali	Good	Good	Good

Extra-Curricular Achievements

Bangladesh Red Crescent Society

Lifelong Member of Bangladesh Red Crescent Youth

- Director and founder of Willes Little Flower Higher Secondary School Red Crescent Unit.
- Participants of 1st National Youth Development Camp 2006, by Bangladesh Red Crescent Youth, Lalmatia, Dhaka.

Bangladesh Rover Scout

Member of 13th Hussars Open Rover Scout Group

Achievements:

- 16th Rover Moot Savar, Dhaka 2010 organized by Bangladesh Scouts.
- 17th Rover Moot, Scout Training Center, Mouchak, Gazipur 2011, by Bangladesh Scouts.
- Organizer of Skill Development Campaigning for Oxfarm (NGO) Mouchak, Gazipur

Bangladesh Scouts

Senior member of 40th Willes Little Flower Higher Secondary School Scout Group

Achievements:

- National Scout Jamboree 2004 Mouchak, Gazipur

- Group Camp 2005, 25-28 May 2005 Comilla Cantonment
- 1st Online Scout Jamboree 2003 venue- Bangladesh Scout Headquarter

Additional Achievements

- Champion of Inter School Debate Competition organized by Bangladesh Red Crescent Youth 2006 venue- Headquarter, Bangladesh Red Crescent, Boro Mogbazar, Dhaka.
- Champion of Inter School Debate Competition organized by Bangladesh Red Crescent Youth 2007 venue- Headquarter, Bangladesh Red Crescent, Boro Mogbazar, Dhaka.

Personal Details

Permanent Address: Circuit House Rd, Dhaka

National ID: 8249 721 492

Blood Group: B Negative

Marital Status: Single

References

	Reference: 01	Reference: 02
Name	Sarker Towfiq Pritom	Imran Khan Tanim ACCA
Organization	Rahman Rahman Huq (KPMG Bngladesh)	UBER Bangladesh
Designation	Assistant Manager, Risk And Management Consulting	Senior Tax and Reporting Specialist
Address	9 & 5 Mohakhali C/A Dhaka 1212	156 Kemal Ataturk Ave, Dhaka 1212
Mobile	+88 01674 547 005	+88 01711 082 153
E-Mail	pritom@live.com	tanim174@gmail.com
Relation	Professional	Professional

Declaration

I, the undersigned, declare that, to the best of my knowledge and belief, this resume correctly describes my qualifications, my experience and myself. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.



Tanzir Alam