

## MD. NAIM MOSTAFIZ

House no – 47, Rupali Housing, Section-3,  
Mirpur, Dhaka-1216  
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### CAREER SUMMARY

Experienced in Supply Chain Management with a demonstrated history of working in Doreen Group. Skilled in Procurement, Vendor Analysis, Lead Generation. Strong support professional with a Master's Degree focused in Communication from University of Liberal Arts Bangladesh. Also, perusing Masters in Business Administration for steep learning curve of business insight.

### CAREER OBJECTIVE

Being target-oriented to daily Key Performance Indicator (KPI), I indeed strive to comply daily routines through proper planning and structure and, therefore, share my knowledge to my team members to delegate responsibilities and to meet up deadline whatsoever. However, my aspiration is to proactively and continuously focus on personal development that can optimistically reflect on team's performance. I aim to climb the top of the standard by progressive and sustainable learning in my working area.

### EDUCATION

#### **Masters in Business Administration (MBA)**

Bangladesh University of Business and Technology  
(Appearing from September 2019) – Current CGPA **3.40**

#### **Masters in Communication, 2017**

University of Liberal Arts Bangladesh  
CGPA **3.52** OUT OF **4.00**

#### **Media Studies and Journalism (Mass Communication), 2014**

University of Liberal Arts Bangladesh  
CGPA **3.64** OUT OF **4.00**

#### **Higher Secondary Certificate (HSC), 2008**

Business Studies , Dhaka Commerce College  
GPA **4.70** OUT OF **5.00**

#### **Secondary School Certificate (SSC), 2006**

Business Studies , Mirpur Bangla High School and College  
GPA **4.63** OUT OF **5.00**

### EMPLOYMENT HISTORY

#### **Executive, Sourcing**

(February, 2019 – August, 2019)

#### **Avalon International by Doreen Group**

Company Location: House – 12, Road – 30, Gulshan – 1, Dhaka - 1212

#### **Responsibilities:**

- Meeting all the procurement solution of Four Points by Sheraton (FBPS), Resorts and Suites which are owned by Doreen Group
- Vendor acquisition, negotiation and building strong relationship with them.
- Making of CS with proper SOP daily for internal audit and records, keeping valid and latest price list from vendors.
- Continuous thrust for National and International level sourcing to match FPBS expectation at best price.
- Develop channel for acquiring manufacturer to purchase from them, minimize the lead loss, and freight cost.

## PUBLICATION:

**Journal Title:** ICT for Development, Volume – 7, No 1-2, December 2017 (Processing)

**Article Title:** Consumer Perception Regarding E-tail in Bangladesh

## EXTRA-CURRICULAR ACTIVITIES

**Volunteer**  
(November, 2016 – Present)  
Artoonad – Disaster and  
Humanitarian Relief

**Technical Controller**  
at International Academy of  
Film and Media in  
collaboration with ULAB

**Teaching Assistant**  
(April – December 2014)  
University of Liberal Arts  
Bangladesh

## INFORMATION TECHNOLOGY SKILLS:

**Operating systems:**  
Super User: Windows XP, Vista,  
Windows 7, 10 & 13, MAC OS.

**Software Applications:**  
Excellent in MS Office: Word/Excel/PowerPoint/Outlook  
Statistical Package: SPSS 17, Typing speed – 55 WPM

## LANGUAGE SKILL

Fluent in English and Bangla ( Spoken & Written)

## PERSONAL DETAILS

Father's Name	: Md. Mozammel Haque
Mother's Name	: Ismat Ara Haque
Date of Birth	: October 30, 1991
Gender	: Male
Marital Status	: Single
Nationality	: Bangladeshi
National Id No.	: 419 052 6758
Religion	: Islam

## REFERENCE (S)

<b>Name</b>	Zillur Rahman Taposh	Dr. Sarkar Barbaq Quarmal
<b>Organization</b>	Doreen Hotel & Resorts	University of Liberal Arts Bangladesh
<b>Designation</b>	Head of Accounts and Finance	Assistant Professor
<b>Address</b>	Company Location: House – 12, Road – 30, Gulshan – 1, Dhaka – 1212	University of Liberal Arts Bangladesh, House 85, Rd 7/A @ Satmasjid Road, Dhanmondi, Dhaka-1209.
<b>Mobile</b>	+880173 0731110	+8801816 951062
<b>E-mail</b>	zillur.taposh@doreen.com	sarkar.barbaq@ulab.edu.bd

## Certification:

I certify that all information stated in this resume is true and complete to the best of my knowledge.

Md. Naim Mostafiz