

Md. Reazul Islam Razib

Corresponding address:

121/4A, Ibrahimpur Primary School Para, Ibrahimpur, Dhaka Cantonment,
Dhaka- 1206, Bangladesh.

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Mobile: **01670750162**



Career Objective:

To develop a flourishing career in the Supply Chain & Procurement sector by adding values and through inducing effective output based on my knowledge I've racked up in my academic life with experiences & professional skills acquiring in my professional life.

Key Qualities:

- ✓ Strong people management skills & able to build and lead a team to execute objective(s).
- ✓ Persuasive, collaborative, and adaptable in a diverse situation.
- ✓ Positive-minded, Self-motivated, and able to work independently under pressure.
- ✓ Robust analytical & communication skills & a critical thinker to solve the problem(s).

Experiences:

1. **Inventory Management Officer**

Paradise Sun Company Limited (June 2018-Present)

Responsibilities:

- ✓ Maintaining adequate stock of raw materials for smooth production and keeping a record of finished goods.
- ✓ Inputting data of daily raw material purchases & production in "Troyee" database software.
- ✓ Ensuring 5S mechanism for effective warehouse operations.
- ✓ Implementing ABC classification for optimizing picking time.
- ✓ Preparing purchase requisition and work orders.
- ✓ Preparing and monitoring manufacturing formulation provided by the nutritionist.
- ✓ Keeping an optimum supply chain function ensuring FIFO method.

2. **Executive, Corporate Sales, and Service Center**

Bikroy.com Limited (August 2015-December 2017)

Responsibilities:

- ✓ Selling corporate membership to prospective clients.
- ✓ Reviewing ads, emails, and identifying fraud advertisement posters.
- ✓ Keeping a one-to-one communication with clients for business purposes.

3. **Student Counselor**

Marks Consultants Ltd. (November 2013-May 2014)

Responsibilities:

- ✓ Counseling students who are interested to go abroad for higher study.
- ✓ Sourcing potential students and helping them through the full process.
- ✓ Preparing and collecting required documents to apply to the respective embassy.
- ✓ Communicating with prospective students.

Academic Credentials:

Degree	Institution	Concentration	Year	GPA
MBA	ASA University Bangladesh	Finance	2013	3.55
BBA	ASA University Bangladesh	Finance	2011	3.52
HSC	Dhaka City College	Commerce	2006	4.40
SSC	B. N. School & College, Chittagong	Commerce	2004	4.50

Extra-Curricular Activities:

- ✓ I have worked as a member of many organizing committees regarding cultural programs, sports, picnic, and many other events in my student life.

Training Summary:

- ✓ Import Export Training; a day-long training based on Import Export Business; from 'Import Export BD', Gulshan-1, Dhaka.

Computer Skills:

- ✓ Proficient performer in Microsoft Office Package, 'Troyee' database software.

Personal Details:

Father's Name : Md. Salim Mollah
Mother's Name : Mrs. Salma Begum
Permanent Address : Vill.- Mugakati, P.S.- Uzirpur, Dist.- Barishal.
Date of Birth : December 11, 1989
Height : 5' 10"
Blood Group : B(+)
Marital Status : Married

I hereby declare that the information furnished above is true and to the best of my knowledge & belief.



Md. Reazul Islam

Date: **20/05/2021**

References:

Md. Sirajul Karim Anwar
Factory Manager, Paradise Sun company Ltd.
Phone- 01770792311
Email- anwar@pscl-bd.com

Md. Shafiqul Islam Mamun
Manager, BRAC Bank Ltd.
Phone- 01755605244
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