

MUNTASIR ISLAM

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OBJECTIVE

To equip my efficient organizing, leadership and people skills to take the lead in achieving the organization's mission and vision.

WORK EXPERIENCE

Asst. Manager| (Business Development)

(Jan, 2020-Present)

Bismillah Fabrics Ltd. (BSM Group)

Job Responsibilities

- Preparing Production report & delivery order on a daily basis.
- Follow-up all the order & new developments regarding costing, work order & issuing PI.
- Preparing Weekly debtors report & Monthly checking detailed inventory according to Stock Report.
- The Implementation of special Material Flow Management Systems which meet or exceed the usage requirements in each supply chain area of the factory.
- Forecasting demand and plan operational strategy accordingly to fulfill demands of the customers by Planning and Executing warehouse replenishment module to meet monthly volume target.
- Maintaining liaison with govt. authorities to ensure license renewal issues on time.
- Follow-up & maintain continuous communication with production & all relevant department to ensure the commitment of on-time shipment delivery to Customer.
- Follow up & handle local LC Documents with both Buyer & Banks to ensure L/C Payments.
- Financial understanding of budgets, cost control and inventory level to ease company's cash flow.

Executive| (Sales Operation)

(Jan, 2019-Jan, 2020)

Excel Telecom Pvt. Ltd. (National Distributor of Samsung)

Job Responsibilities

- Capacity Planning, Sourcing & Execution of POSM allocation
- Prepare report & presentation of weekly & monthly business review meetings
- Track monthly ROI calculation of existing retail base
- Maintain Sales Teams Projected journey path on a daily basis
- Prepare the NPPI (New Product Placement Index) of upcoming products
- Receiving & Tracking of Exchange Campaign offers of Samsung
- Maintaining the Web Portal of new & existing campaigns of Samsung
- Tracking Competitors Data from Field force team on a monthly basis

EDUCATION

Masters of Business Administration (MBA)

2017- 2019

University of Dhaka,

International Business, Faculty of Business Studies

CGPA: **3.37** on a scale of **4**

Bachelor of Business Administration (BBA)
North South University,
Major: Marketing, CGPA: 2.69 on a scale of 4

2012-2016

Higher Secondary Certificate (HSC)
Govt. Hazi Mohammad Mohsin College, Chittagong
Science; GPA 4.30 on a scale of 5

2010

Secondary School Certificate (SSC)
Chittagong Collegiate School
Science; GPA 5 on a scale of 5

2008

EXTRA-CURRICULAR ACTIVITIES

Organizer

- ‘Physically Challenged Development Foundation’ (PDF) Summer Challenge.
- **PTAK prize 2015**
 - Got 70% scholarship for CSCA course 2015 which was provided to 20 teams.
 - Had to make a sustainable supply chain model for RMG sector of Bangladesh.
- Runner up, **National Math Olympiad** regional level in Chittagong division 2006
- **Champion**, National Science Week Debate Competition, Chittagong 2006

LANGUAGE PROFICIENCY

- Fluent in speaking of both English and Bengali.
- High capability of English and Bengali writing.

PERSONAL STRENGTHS

- Hard working and always thriving for perfection.
- Determined and sincere to work, self-motivated and result oriented
- Ability to work under pressure and analytical ability.
- Quick Learner, brave to take challenges and pursue new potentials.

SKILLS AND EXPERTISE

<u>Description</u>	<u>Skill Level</u>
• Entering, analyzing, forecasting and showcasing data using <i>Microsoft Excel</i>	Intermediate
• Number Analytical Skill	Intermediate
• Creating business presentations using <i>Microsoft PowerPoint</i>	Expert
• Preparing reports and papers using <i>Microsoft Word</i>	Expert
• Public Speaking	Intermediate
• Leadership and team management	Intermediate

REFERENCE

J.M. Adeeb Salman Chowdhury
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