#### Mohd. Mirazul Islam



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IN LINKEDIN

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## **Personal Details**

Father's Name : Md. Abu Taleb Mother's Name: : Momtaz Begum

Permanent Address: Vill-:Bahauddin

Chowdhurybari, Amtoly.

Post:Maizvandar .P.S-Fotikchhari.

Dist. - Chittagong

Date of Birth 15th March 1996

Blood Group "O+"

Marital Status Unmarried

# **Computer Skills**

Software-Fluent in SAP.

Excel - Fluent in working knowledge.

Power Point - Fluent in working knowledge.

# **Career Objective**

To secure employment in a challenging and rewarding role where I can utilize and extend my skills and abilities. I seek to broaden my horizons, utilizing and developing my communication, interpersonal, organizational and administrative abilities and depth of experience

#### **Professional Qualification**

Name of Degree : Post Graduate Diploma in Supply Chain Management

Institution : International Supply Chain Education Alliance (ISCEA)

Passing year : 2020

Duration : (6th months)

Name of Degree : Diploma in HR & Social Compliance.

Institution : Chittagong BGMEA Institution of Fashion & Technology

(CBIFT).

Passing year : 2017

Duration : (6th months)

# Work Experience GPH ispat Itd.



#### Officer -Distribution (Operation & Planning)

March 15, 2021-till date

Shitakundo, Chattrogram.

#### **Duties/Responsibilities:**

- Analysis of the physical stock (FG) of all stock locations (WH & Factory)
   and make the plan of stock replenishment for all stock locations
- Ensure the optimum level of finished products at all stock locations based on sales forecast, trend and special requirements
- Prepare the different types of Stock Report and circulate to all concerned people & managements
- Prepare the transport program for inter company stock transfer (Factory -WH) and make sure the vehicle accordingly
- Coordinate with the Sales & Marketing, Production, Factory, WH, Transport Vendors, Order Processing Team for ensuring better plan and services
- Implement Distribution compliance Policy & SOP for Wearhouse, labors, transport and other functions.
- Renewal the vendors' contract (Transport ,Labor & Warehouse), Monitoring the service level of vendors and Performance evaluation.
- Receive the vendors service bills, generate system PO ,Invoiceing and Submit to Finance for further process.
- Coordinate the special & bulk delivery program to make sure the logistics plan & service accordingly.

# Language Skills

English- Fluent in working knowledge. Bangla-Fluent in working knowledge. Hindi -Fluent in Speaking.

## Soft Skills

Fluent in Communication.

Fluent in Managing & negotiation.

Fluent in Problem Solving.

# Extracurricular **Activities**

1.ISCEA-BD-Alumni-member

(Supported by Mind Mapper BD)

2.International LEO member of LEO

Club of Chittagong karnaphuli.

Vice - President - (2018-2019).

ID.NO. - (4111652)

3.IIUC DBA Alumni Association

member. Membership ID- 11184

4.IIUC Accounting Forum member.

5. Former IIUC Business Club member.

6.GPH Ispat Fire Fighter (Rescue)

Member.

## **Awards**

1.Best LEO Appreciation award (2014-2015). 2.Best LEO Appreciation award

# **Product Knowledge**

Packaging product.

Unilever finishing product.

Rebar, Billet.

(2016-2017).

#### **GPH** ispat ltd.

Officer - (Shift -In charge)

**Delivery & Distribution** 

July 26, 2020-March 14, 2021

Shitakundo, Chattrogram.

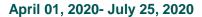
#### **Duties/Responsibilities:**

- Prepare delivery documents.
- Authorize delivery program.
- Prepare challan and authorize.
- Ensure proper delivery .
- Conduct physical stock taking & verification of inventory.

## Unilever Bangladesh Ltd.

**Executive** (Contractual)

PM Warehouse-(Inbound Logistics)



Kalurghat, Chittagong.

#### **Duties/Responsibilities:**

- Follow-up Receiving materials and ensure safe loading and unloading process with proper storage condition.
- · Maintain distribution plan with FIFO.
- Conduct physical stock taking & verification of inventory.
- · Ensure daily inventory report .
- Check Receiving record and Issue record
- Ensure safety stock and reorder lever.

## Unilever Bangladesh Ltd.

**Executive** (Contractual)

Store & Equipment -Project

April 02, 2018-March 31,2020

Kalurghat, Chittagong.

#### **Duties/Responsibilities:**

- Receiving materials process with proper storage condition.
- Conduct physical stock taking & verification of inventory.
- · Prepare the monthly inventory report .
- Daily SPR data maintain.
- Creating procurement CS consignment wise.
- Follow up the lifting activities.







# **Project Work**

- Lead 1<sup>st</sup> Billet Export China from Bangladesh. (25,000 MT)
- Lead 2<sup>nd</sup> Billet Export Singapore from Bangladesh. (18,500 MT)
- 3 .Lead **3<sup>rd</sup> Billet Export** Singapore from Bangladesh. **(20,000MT)**
- 4 .Lead **4**<sup>th</sup> **Billet Export** China from Bangladesh. (**25,000 MT**)
- Lead 5<sup>th</sup> Billet Export China from Bangladesh. (30,000 MT)

# **Training**

- Career Guidance an online course offered by 10 Minute School.
- Safety training by Unilever
   Bangladesh Limited (Two days).
- Fundamental IT tanning by GPH ispat .
- "INSPIRE" LEO clubs and district officer's leadership. 2015 (Day Long).
- "Environment Awareness" trained by IDLC Finance Ltd. 2015. (Three Days).
- "Leadership" training Workshop by LEO District315,B4. 2016 (Day Long).
- GPH Product grade training (CWR & DWR).
- "Fire Fighter" training by GPH Ispat.
- "Ownership at Workplace "training by GPH Ispat.

## **Banglalink Digital Communication Ltd.**

#### **Customer Care Representative ((CCR)**

13 August 2016 - 09 November 2016

IIUC Tower, Chittagong.

#### **Duties/Responsibilities:**

- Maintain positive and professional attitude toward customers all times.
- · Responding promptly to customer inquiries.
- Processing order requests.
- Keeping records of customer comments and complaints.
- Providing feedback on the efficiency of the customer service process.
- Ensure customer satisfaction and provide professional customer support.

### **Education**

Year of Passing: 2019 Masters of Business Administration (MBA)

International Islamic University, Chittagong Major: Accounting & Information Systems CGPA: 3.1 (Out of 4.00)

Year of Passing: 2018 Bachelors of Business Administration (BBA)

International Islamic University, Chittagong Major: Accounting & Information Systems CGPA: 3.12 (Out of 4.00)

Year of Passing: 2013 Higher Secondary School Certificate (H.S.C)

B.N. School & College, Chittagong Business Administration GPA: 5.00 (Out of 5.00)

Year of Passing: 2011 Secondary School Certificate (S.S.C)

B.N. School & College, Chittagong Business Administration

GPA: 4.56 ( Out of 5.00)

## Reference

Mr. Showren Rudra

Asst. Manager-Project Delivery (Supply Chain) **Unilever Bangladesh Ltd.** 

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Mr. M Rejaul Karim
 Head of the Department -Distribution
 GPH ispat Ltd.
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Mixon

Mohd.Mirazul Islam