

## Mohd. Mirazul Islam



### ADDRESS

Flat#C-3, House #23,Block-A,  
Bonani Housing Society ,  
Aturar Depo,Chattrogram.

### E-MAIL

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mirazul-islam-6704bb112](http://www.linkedin.com/in/mohd-mirazul-islam-6704bb112)

## 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 Ltd.



### 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 Warehouse, 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  
(2016-2017).

## Product Knowledge

**Packaging product.**

**Unilever finishing product.**

**Rebar , Billet.**

## 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)**

**April 01, 2020- July 25, 2020**

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

1. Lead **1<sup>st</sup> Billet Export** China from Bangladesh. (25,000 MT)
2. .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)
5. Lead **5<sup>th</sup> Billet Export** China from Bangladesh. (30,000 MT)

## Training

1. Career Guidance an online course offered by 10 Minute School.
2. Safety training by Unilever Bangladesh Limited (Two days).
3. Fundamental IT tanning by GPH ispat .
4. "INSPIRE" LEO clubs and district officer's leadership. 2015 (Day Long).
5. " Environment Awareness" trained by IDLC Finance Ltd. 2015. (Three Days).
6. " Leadership" training Workshop by LEO District315,B4. 2016 (Day Long).
7. GPH Product grade training (CWR & DWR).
8. "Fire Fighter" training by GPH Ispat.
9. "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.**  
Cell: +8801318367187
- **Mr. M Rejaul Karim**  
Head of the Department -Distribution  
**GPH ispat Ltd.**  
Cell- +8801711-080340

**Mohd.Mirazul Islam**