

*Curriculum vitae*  
*of*

**S.M. PERVEZ**

**Address:** 6/1/a, Topkhana Road,  
Apt. no-13A, Nakshi Homes,  
Segunbagicha, Dhaka.

**Mobile No:** 01685950203

**E-mail:** pervezisms@gmail.com,  
pervezism@hotmail.com



**Career Objective:**

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge and gives me a chance to be part of a team that contributes towards the growth of the organization.

**Employment History:**

Total Year of Experience: **5.2 Year(s)**

**1. Sr. Executive- Administration ( July 9, 2018 – Continuing)**

**KONA SOFTWARE LAB LTD. - (A Concern of KONA I CO. LTD.)**

**Company Location:** Police Plaza Concord, Tower-A, 8F, Road-144, Gulshan, Dhaka, Bangladesh.

**Head Quarter:** 8F, 3, Eunhaeng-ro, Yeongdeungpo-gu, Seoul, Republic of Korea

**Department:** Administration

**Duties/Responsibilities:**

- Managing support stuff like peon, cleaner, driver, security guards and ensure hygiene, safety, cleanliness & tidiness of the entire office premises by regular supervision.
- Monitoring the driver's duty, controlling Fuel & Gas consumption of vehicles and maintenance of transport related all the documents.
- Procurement and maintenance of current & fixed assets, as well as purchasing supplies, entertainment, cleaning materials etc.
- Managing inventory and storage functions with periodic updates to the system.
- Ensure organizational arrangement for Management Coordination Meeting and Conference.
- Responsible for different types of contracts and tenancy agreements as well as payments regarding rental issues of office.
- To ensure utmost logistical support for corporate office.
- Ticketing & Reservation of air/hotel, VISA arrange & communicate Embassy's.
- Manage petty cash to support day-to-day needs & maintain co-ordination with accounts team for daily reimbursement.
- Contributing to the continuous improvement of Administrative systems, practices & policies.
- Develop operating budgets relating to administration within the department, expenditures for entire administrative operation in a cost effective manner.
- Any other task as assigned by the management.

**2. Sr. Executive- Administration ( February 1, 2018 – May 5, 2018)**

**MITSUBISHI MOTORS- Rangs Limited. (A Concern of RANGS Group)**

**Company Location:** Rangs Limited, 215, Tejgaon Industrial Area, Bir Uttam Mir Shawkat Sarak, Dhaka-1208, Bangladesh.

**Department:** Administration

**Duties/Responsibilities:**

- Supervise the repair-maintenance & renovation as required at office & showroom.
- To ensure proper deployment of the security personnel and take care of the internal security. .
- To ensure cleanliness & tidiness of the entire office premises by daily monitoring.
- To purchase, control, monitor & evaluate all stationery items & provide office stationery to all employees as per requirement maintaining proper procedure.
- Ensure maintenance of all office equipment, monitor and maintain effective functions of Electricity, Generator, Lift, CCTV, Water supply, Air coolers.
- Liaison with local government offices, law & enforcement authorities, city corporation, nearest hospital, fire service, WASA, DESA, Labor Court & others as related to the business to meet the emergency.
- To look after transport & vehicles with regular maintenance.
- Check and maintain all fire protection equipment's on regular basis and to take appropriate maintenance measures for equipment's.
- Responsible to source, negotiate and purchase materials from local vendors.
- Drafting deed of agreement, Service Agreement, Amenities Agreement & other legal documents for office, showroom as required by the company.
- Proactive & professional handling of crisis situation like accident, fire incident, theft issue etc.
- Any other activities assigned by the management from time to time.

**3. Executive- Administration ( June 15, 2014 – January 30, 2018)**

**EDISON GROUP (Symphony Mobile)**

**Company Location:** Rangs Babylonia, Level: 6-9, 246, Bir Uttam Mir Shawkat Road, Tejgaon, Dhaka-1208, Bangladesh.

**Department:** Administration

**Duties/Responsibilities:**

- Maintain liaison with security service providing agency & ensure availability of right number of security forces in the offices, customer cares & warehouse.
- Follow-up for renovation & repair work, maintain liaison with vendors for layout and interior design, ensure completion of work within target deadline.
- Ensure cleanliness & compliance of housekeeping of the Head office and all warehouse premises in coordination with the warehouse Admin personnel.
- Ensure procurement of stationery, printing, cleaning and other items for the Head office, Warehouses and maintains daily consumption of stationery items.

- Search location for customer care, offices & negotiate rental and other terms with the owner of the premises so as to finalize the Rental Agreements in line with organizational norms.
- Ensuring timely execution of Lease / Hire / Maintenance / Amenities Agreement for office, customer care & warehouse premises with respective owners with requisite stamp duty and registration norms.
- Ensuring timely renewals of the Agreements before expiry date after obtaining approval from executive management.
- To seek, assess and process trade license application in accordance with all requirements & ensuring timely renewals.
- Maintain liaison with local Police Authorities, Fire & Civil defense Department, influential personnel and other government agencies for the smooth function of the groups.
- Check the local travel bill of all employees and proceed for bill payment.
- In co-ordination with Finance team, manage petty cash to support day-to-day needs.
- Monitoring the driver's duty, controlling Fuel & Gas consumption of vehicles.
- Ensure the seamless operation of the transport department by establishing effective communication with BRTA, Law Enforcement Authorities, Insurance Companies, Spare Parts Suppliers, Workshops and any other external bodies involved in the daily activities of the transport department.
- Ensure regular service and repair records of Lift, Generator & other assets and coordination with the services vendors for smooth functioning of the equipment.
- Ensure compliance of the fire safety matters, by updating refilling works of all the fire extinguishers of office and warehouses through local recognize suppliers.
- Perform any other work from time to time as per assigned by the management.

#### **Academic Qualification:**

<b>Name of Examination</b>	<b>Major Subject/Group</b>	<b>Institute</b>	<b>Obtained Division/Class/Grade</b>	<b>Year of Passing</b>
MBA	Human Resource Management	State University of Bangladesh	CGPA:3.37 out of 4	2017
LL.M.	Law	University of Information Technology & Sciences	CGPA:3.93 out of 4	2014
LL.B.(Hons)	Law	University of Information Technology & Sciences	CGPA:3.95 out of 4	2013
HSC	Science	M.C.College,Sylhet	First Division	2002
SSC	Science	Bogra Zilla School, Bogra	First Division	2000

**Training Summary:**

Training Title	Topic	Institute	Location	Year
Team Player	Team Building, Motivation, Group Performance, Constructive Communication e.t.c	Don Sumdany Facilitation & Consultancy	Dhaka	2017
Microsoft Excel: Basic to Mid Level	Microsoft Excel	EDISON Group	Dhaka	2016
Effective Negotiation Skills	Negotiating to Win	Mind Mapper Bangladesh	Dhaka	2016
Fire Fighting, Fire Prevention, Rescue and First Aid Training	Fire Fighting	Fire Service & Civil Defence Directorate	Dhaka	2016
Management Skills for Administrative Professionals	Development of Administrative skills	Bdjobs training	Dhaka	2014

**Computer Skills:**

**Operating System:** Windows 98, XP, Seven & Ten

**Application Package:** MS. Word, MS. Excel, MS. PowerPoint & Internet Basics

**Language Proficiency:**

Language	Skill
Bengali	Native
English	Fluent

**Extra-Curricular Activities:**

- Rewarded as **Employee of the Quarter** at EDISON Group for outstanding performance.
- Performed as a volunteer at New Employee Support Team (NEST) at EDISON Group.
- Organized employee conference, cultural programs & others corporate events at EDISON Group.
- Played cricket at school cricket team & performed as a captain of that team.
- Played an active role as a writer & editor in the school magazine publication.
- Worked as a volunteer at cultural programs of University.
- Worked as a volunteer to take photographs for the school yearbook.

**Personal Details:**

<b>Father's Name</b>	: Dr. Md. Abdul Hannan
<b>Mother's Name</b>	: Sultana Sahnaz Pervin
<b>Date of Birth</b>	: January 1, 1985
<b>Gender</b>	: Male
<b>Marital Status</b>	: Married
<b>Nationality</b>	: Bangladeshi
<b>National Id No.</b>	: 2369940651
<b>Religion</b>	: Islam
<b>Permanent Address</b>	: Shahjahan-Palace, Holding No- 792, Gopalpur, Pabna.
<b>Current Location</b>	: Dhaka

**Reference (s):****Reference:1**

<b>Name</b>	Professor Maj Gen (Retd)
<b>Organization</b>	Mohammad Quamruzzaman
<b>Designation</b>	State University of Bangladesh
<b>Address</b>	Professor and Head, Department of Business Studies State University of Bangladesh, Bijoy Campus,138 Kolabagan, Mirpur Road, Dhaka
<b>Mobile</b>	01766663579
<b>E-Mail</b>	qzamanq@gmail.com
<b>Relation</b>	Academic

**Reference:2**

<b>Name</b>	Dr. Nazrul Islam
<b>Organization</b>	Christian Mission Hospital
<b>Designation</b>	Eye Specialist
<b>Address</b>	Christian Mission Hospital, Gohail Road, Bogra-5800
<b>Mobile</b>	01716829489
<b>E-Mail</b>	N/A
<b>Relation</b>	Relative

**Declaration:**

I, **S.M.Pervez**, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

**Signature**

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**S.M. Pervez**

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