



Mohd. Mirazul Islam

PERSONAL INFO



ADDRESS

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



E-MAIL

mirazul097@gmail.com



PHONE

+8801857923118



LINKEDIN

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

SKILLS

Excel



Outlook



PowerPoint



Leadership



Business Process Improvement



Data Analysis



Strategic Planning



Communication Skills



Contractor management on high presser



BOQ & SOQ



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

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 (HSC)**

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

Year of Passing: 2011 **Secondary School Certificate (SSC)**

B.N. School & College, Chittagong
Business Administration
GPA : 4.56 (Out of 5.00)

PROFESSIONAL QUALIFICATION

Name of Degree : **Diploma in HR & Social Compliance.**

Institution : Chittagong BGMEA Institution of Fashion & Technology
(CBIFT).

Result : 3.00 out of 4.00

Passing year : 2017

Duration : (6th months)

WORK EXPERIENCE

Unilever Bangladesh Ltd.

Executive Officer –(Contractual)
(Inventory & Logistics) (Supply Chain)

Project Delivery

April 02, 2018-till date

Duties/Responsibilities:

- Implement best safety practices to achieve Project .
- Merging Priorities with own work schedule to deliver maximum.
- Make the BOQ, SOQ for the project items .
- Receiving materials and ensure safe loading and unloading process with proper storage condition proper storage condition.
- Generate Materials Received Report (MRR) on a timely basis
- Follow up the execution of orders, imports, production and dispatch plan with all stakeholders on a regular basis .
- Conduct physical stock taking & verification of inventory.
- Prepare the monthly inventory report .
- Prepare the Gate Pass Note.
- Conduct the logistics vendors .
- Follow up the logistics activities
- Prepare the LC supporting.
- Monthly KGF SHE KPI to be complied.



AWARDS

1. Best LEO Appreciation award (2014-2015).
2. Best LEO Appreciation award (2016-2017).

OTHER ACTIVITIES

1. International LEO member of LEO Club of Chittagong karnaphuli. Vice –President-(2018-2019). ID.NO. - (4111652)
2. IIUC DBA Alumni Association member. Membership ID- 11184
3. IIUC Accounting Forum member.
4. Former IIUC Business Club member.

TRAINING

1. “INSPIRE” LEO clubs and district officer’s leadership. 2015 (Day Long).
2. “ Environment Awareness” trained by IDLC Finance Ltd. 2015. (Three Days).
3. “ Leadership” training Workshop by LEO District 315, B4. 2016 (Day Long).
4. ‘Islamic Finance & Banking” trained by Islamic Economic school 2017.(Day long) .
5. “ Financial Environment” training by BSEC 2017 (Day Long).
6. Safety Induction training by Unilever Bangladesh Limited (Two days).

Banglalink Digital Communication Ltd.
Customer Care Representative ((CCR)
13 August 2016 - 09 November 2016



Duties/Responsibilities:

- Maintaining a positive and professional attitude toward customers at 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.

PERSONAL DETAILS

Father’s Name	: Md. Abu Taleb
Mother’s Name:	Momtaz Begum
Permanent Address	: Vill+Pos-Maizvandar .P.S-Fotikchhari. Dist. - Chittagong
Date of Birth	: 15th March 1996
Blood Group	: “O+”
Marital Status	: Single

REFERENCE

- **Mr. Showren Rudra**
Manager-Project Delivery (Supply Chain)
Unilever Bangladesh Ltd.
Showren.Rudra@unilever.com
Cell:+8801318367187
- **Mr. Firoz Alam**
Project Manager-(Electrical & Electronics)
Ezzy Group
Cell- +8801711035707

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