





Syed **Taqvir** Zaman

 Plot# 50/C, Holding# 481,  
Khilgaon, Dhaka, 1219

 taqvir7@gmail.com

 01940367377

## CAREER OBJECTIVE

To work for an organization that will help enhance my skills to benefit mutual growth and success. It is very important for me to do something good at and learn while doing it. Also to provide best practices for the organization as well as try to establish a career based on honesty and efficiency.

## PERSONAL DETAILS

**Father's Name:** Syed Kamruzzaman

**Mother's Name:** Israt Jahan

**Date of Birth:** November 9, 1997

**Blood Group:** O+

**Religion:** Islam

**National ID:** 4652683246

## REFERENCES

**Moushumi Haque**  
Lecturer

Notre Dame University Bangladesh

**Phone:** 01732645533

**Email:** moushumi@ndub.edu.bd

**Relation:** Academic

**Iftekhar Sarwar Emon**  
Assistant Manager

Concord Group of Companies

**Phone:** 01707531386

**Email:**

iftekhar2874@concordgroupbd.com

**Relation:** Professional

## EXPERIENCE

**Daraz Bangladesh Ltd.**

February 2020- Present

**Jr. Executive- Retail Commercial (SourceCo.)**

**Major Responsibilities,**

- Working with different operational software to run the operational process.
- Act as “HUB In charge” and maintain all operational works.
- Coordinating with different stakeholders internally and externally to ensure a smooth flow of operation.
- Managing Operators & Issue resolution of designated hub.
- Any other task assigned by the Line Manager.

**Concord Group of Companies**

September 2018- August 2019

**Jr. Executive- Marketing & Sales**

**Major responsibilities,**

- Visiting potential clients, providing information regarding package price and other facilities.
- coordinating events, identify clients need and provide necessary supports to ensure customer satisfaction.
- Preparing weekly & daily reports.
- Any other tasks assigned by the Line Manager.

## EDUCATION

**Notre Dame University Bangladesh**

2019- 2020

**Masters of Business Administration**

All my courses are completed. Waiting for the final result to come out. Did my major in **Marketing**. CGPA: **3.25**

**Notre Dame University Bangladesh**

2015-2019

**Bachelor of Business Administration**

CGPA: **3.45 out of 4.00** .  
Major in **Marketing** and minor in **Finance**.

**National Ideal College**

2012-2014

**Higher Secondary School Certificate**

GPA: **5.00 out of 5.00**  
Group: **Business Studies**

**Faizur Rahman Ideal Institute**

2002-2012

**Secondary School Certificate**

GPA: **4.44 out of 5.00**  
Group: **Commerce**

## CAREER ACHIEVEMENTS

- Successfully completed the Worlds Biggest Sale, 11.11 campaign by keeping the cancellation rates low at about 10% and processed almost 200+ orders in a single day at Daraz Bangladesh Ltd.
- Became one of the most successful package sellers in just 4 months of Joining Concord Group of Companies.

## TRAINING & EXTRACURRICULAR ACTIVITY

- “The Excelist- 2016”- Training on MS Excel. Organized by UIU Finance Forum, UIU.
- Former General Secretary at Notre Dame University Bangladesh Business Club (2017-2018)

## SKILLS

- Good oral and written communication skill.
- Organizational ability
- Very much attentive to details.
- Great presentation skill
- Proficient in Microsoft Office

## INTERESTS

Brand Management

Business Development

Inventory management

Customer Relationship Management

Analyzing & Data Mining