

# NAME: SHAFAYET RAHMAN SEFAT



## Contact

Tel: +8801675303268, +8801811415743

E-mail : sefat1994@yahoo.com

Address: North of Civil court, Kaptanbazar, P.O : Comilla Upz :  
Comilla Sadar, District : Comilla

## Objective

To contribute to an organization where I can utilize knowledge, skills, and abilities to add value to that organization and explore my potentials. I strongly believe that excellent performance and commitment need proper guidance and leadership. I can work independently using my initiative or as a part of a team.

## Education

Degree	Institute	Board / University	Year	GPA / CGPA
MBA in Maritime Business (Post Graduation)	Bangabandhu Sheikh Mujibur Rahman Maritime University	Bangabandhu Sheikh Mujibur Rahman Maritime University	2018-2020	3.60 in recent semesters, Final appearing
B.Sc(Pass) Nautical Science(Graduation)	Bangladesh Marine Fisheries Academy, Chittagong	National University	2016	2.96 out of 4
H.S.C	Comilla Victoria Govt, College	Comilla	2013	4.00 out of 5
S.S.C	Comilla, Zilla School Comilla	Comilla	2011	5.00 out of 5

## Employment History

**Organization : United Hospital Limited**

**Duration : From 1st February to till now.**

**Position : Executive, Supply Chain Management Dept.**

**Job Activity:** To analyze the local and foreign market and prepare comparative statement for different products as per the organization requires along with taking necessary steps for purchase as per the requisition. Forecast and plan the purchase based on daily consumption report and present the plan and report to authority. Proper Negotiation with the suppliers and arrange a cost effective purchase situation. Project Management of United Group Healthcare Concern.

**Organization : Leads Corporation Limited**

**Duration : From February 3rd, 2020 to 31st January 20th 2020 (11 Months)**

**Position : Executive, Supply Chain Management and Commercial**

**Job Activity:** To Prepare and Maintain Daily Invoice and delivery challan activity, Management of incoming and outgoing shipment of the organization, Managing and keeping track of the organization's inventory. Local Purchase and Foreign Purchase as per company requisition along with handling Import Operations and LC processing

**Organization : Ryan Computers**

**Duration : From January 1st, 2018 to February 15th, 2019 (1 Year and 2 Months approximately)**

**Position : Foreign Client Management Executive**

**Job Activity :** To maintain a healthy relationship with the clients from home and abroad and to conduct successful meetings to provide and present Monthly organizational data for internal and external stakeholder

Language Proficiency			
Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High

IT & Computer Proficiency			
<ul style="list-style-type: none"> <li>➤ Basic Computer Operation Skill</li> <li>➤ Microsoft Outlook, Word, Excel and PowerPoint Operation Skills (LinkedIn Assessment Passed)</li> <li>➤ ERP systems.</li> <li>➤ Basic repair and Troubleshooting Skill</li> <li>➤ E-mail, Basic Web Operation, Social Media Communication, Website maintenance Skill</li> </ul>			

### Certificate and Courses

<b>Certificate Course on Freight Forwarding</b>	October 18th, 2019 to October 27th, 2019 Bangabandhu Sheikh Mujibur Rahman Maritime University
<b>Certificate Course on Supply Chain Management</b>	October 18th, 2019 to October 27th, 2019 Bangabandhu Sheikh Mujibur Rahman Maritime University
<b>Certificate of Completion of Course on Fundamentals of Digital Marketing</b>	May 2 <sup>nd</sup> , 2020 Provided by Google Digital Garage
<b>Certificate Course on Procurement and Logistics</b>	May 23 <sup>rd</sup> , 2020, Provided by Disasterready.org Designed by Mercy Corps and accredited by The Chartered Institute of Logistics and Transport (CILT UK)
<b>Certificate Course on “New VAT &amp; SD ACT-2012</b>	27,28,29,30 September 1,3,4,5,6,7,8,10 October-2020 From Business Development Company (BDC)

Personal Details	
Fathers Name	: Musfiqur Rahman Shamim
Mothers Name	: Aheda Akther
Date of Birth	: 27.11.1996
Gender	: Male
Nationality	: Bangladeshi
Religion	: ISLAM (Sunni)
Marital Status	: Unmarried
Passport Number	: BP0329071

### Reference #1

**MD Parvej UI Haque**  
**Manager**  
**Supply Chain Management**  
**Leads Corporation Limited.**  
**Rupayan Trade Center, Level-17, 114 Kazi Nazrul Islam Avenue, Banglamotor, Dhaka-1000**  
**Contact : 01711935896**  
**E-mail: parvez.haque@leads-bd.com**

### Reference #2

**Ahmedul Karim Chowdhury**  
**Chief Executive Officer**  
**Kamalapur Inland Computer Depot**  
**Kamalapur Inland Container Depot,**  
**Kamalapur, Dhaka**  
**Contact : +8801711748875**  
**E-mail: tm.ict.pangaon@gmail.com**