***CV Of***

***Zohora Islam Chowdhury***

House no: 12/5, Road No- 2,

Shamoli, Dhaka- 1207.

**Mobile: +88 - 01608967731.**

***Career Objective:***

To exert maximum level of effort for achieving the set of organizational goals and if appointed, assure of earnest and enthusiastic work and efficiency and capability. Helping the management to make effective decisions and believing that my potential skill will serve the purpose of the organization.

***Professional Working Experience:***

* Name of the Organization: **Rahimafrooz Ltd.**

Position: Commercial Officer, Category, Food.

Duration: April, 2021 – Nov, 2021.

* Name of the Organization: **ADL.**

Position: Executive Assistant, Administration

Duration: June, 2016 – Nov, 2019.

* Name of the Organization: **Concord Group**

Department: Sales & Marketing

Position: Senior Executive, Corporate Sales &

Marketing

Duration: April, 2013 – June, 2016.

***WORK EXPERIENCE WITH: Rahimafrooz Ltd.***

During working with Rahimafrooz Ltd., I have performed the following job:

1. Daily Item Movement report prepare.
2. Prepare PO vs Delivery report.
3. Prepare Stock Availability update report.
4. Vendor management.
5. Prepare sales movement report
6. Prepare new item inclusion report.
7. Stock availability check vendor wise and article wise
8. PR to PO raise and release PO
9. Others work assigned by department.
10. To ensure the specification, quality and quantity of the product according to a material requisition.
11. To ensure on-time delivery of all material as per requisition.
12. Maintain smooth supply, delivery system.
13. Up to date stock entry & stock out.
14. To keep liaison with suppliers.
15. To work on sourcing, vendor development, conduct negotiation meeting for purchases quality materials with competitive price.
16. Ensure the materials are bought at the most competitive price and delivered on time for production.

***WORK EXPERIENCE WITH: ADL:***

During working with ADL, I had performed the following job:

1. Book GM calendar & update his meetings as per calendar and Coordinate with other departments’ weather all meetings will be held on time or not.
2. Arrange meetings & conference call as per instruction of GM and follow up with other attendees.
3. Coordinate different invitation of GM, such as - banks, embassies, clubs, insurance, BEPZA, etc and communicate with them.
4. Arrange travel - local & International and arrange visa, ticket, transportation, hotel accommodation and other logistical support and arrange airport protocols as per instruction of GM.
5. Prepare Expense Statement, Submit bills of travel as per company policy to finance - and follow up with finance.
6. Prepare reports, documents & presentation as per instruction of GM
7. Update Passport, National ID, Bank documents, Insurance, Contact no and others related documents of GM and his families.
8. Maintain assigned official & personal files- banks, insurance, medical, travel, bills & others
9. Email, writing notes, photocopying, printing documents & others
10. Claim International insurance - Medical Insurance - William Russell as per general instruction of GM.
11. Communicate with Clubs- such as - Dhaka Club & Khulna Club. Update & submit documents as per requirement of clubs such as- directory form, Nominee form and other related documents to clubs as per instruction of GM and follow up monthly bill payment of clubs.
12. Coordinate on yearly tax payment of vehicle of GM and collect the update tax, token, insurance papers & fitness certificate.
13. Coordinate on yearly tax payment process on GM's personal asset, such as- GM's house, personal assets, banks, insurance, vehicle and others and update the documents.
14. Coordinate and provide different logistical support as per requirement of meeting.
15. Organize & coordinate different company events and provide support as per requirement.
16. Arrange & coordinate different events & provide logistical support.
17. Prepare Monthly Fuel Cost Statement
18. Prepare Driver’s Salary Statement.

***WORK EXPERIENCE WITH: Concord Group***

During working with Concord Group, I had performed the following job:

1. Develop and implement marketing strategy aligned with the organizational goal
2. Formulate marketing mix and prepare plan to increase market share
3. Develop sales forecast and maintain coordination for smooth operation
4. Perform different types of campaigns & promotions.
5. Make quotation for client and send the quotation to them
6. Send corporate proposal to different corporate sector
7. Contact with the prospecting and existing customer directly and over the telephone to sell the company’s product
8. Make weekly and monthly sales report for Management
9. Find customer need
10. Work as a team
11. Meet monthly target
12. Strong focus on customer service
13. Maintain coordination with the customers
14. Documentation & Reporting to the management
15. Knowledge about company's values & behaviours
16. Attend events and conferences
17. Team development and negotiation skills
18. Arrange events activation for corporate clients
19. Door to Door Client’s Visit & data collection

***Training***

**Course Title Conducted by**

* **EHS Training ADL.**
* **Business English Skill** **British Council.**

***Language Skills***

* Fluent in writing and speaking - in English and Bengali.

***Computer Skills:***

* Operating system: - Windows XP. Windows 7
* Application: - MS Word, MS Excel, MS PowerPoint
* Graphics Design: - Adobe Photoshop CS3, Adobe Illustrator CS3.
* Application of internet: - Emailing, Internet browsing.

***Education:***

* **Masters of Business Administration [MBA] (CGPA 3.64 out of 4.00 Scale)** from Stamford University of Bangladesh, majoring in Marketing, Dhaka. Year of passing 2011.
* **Bachelor of Business Administration [BBA] (CGPA 3.62 out of 4.00 Scale)** from Stamford University of Bangladesh, majoring in Marketing, Dhaka. Year of passing 2009.
* **Higher Secondary Certificate [H.S.C] (Grade: A, GPA: 4 out of 5 scale)** in Business Studies from Viqarunnisa-Noon School & College, Dhaka. Year of passing 2004.
* **Secondary School Certificate [S.S.C] (Grade: A, GPA: 4.13 out of 5 scale)** in Science from Viqarunnisa-Noon School & College, Dhaka. Year of passing 2002.

***Personal Information:***

* **Permanent Address:** House no: 12/5, Road No- 2,

Shamoli, Dhaka- 1207.

* **Date of birth** : December 01, 1987
* **Marital status** : Single
* **Nationality** : Bangladeshi
* **Religion** : Islam
* **Gender** : Female
* **Hobby** : Reading book, Watching movie, Traveling, Cooking.
* **Blood Group** : O+

***References:***

**References will be shared as per required.**

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| **Certification** |

**I, Zohora Islam Chowdhury, hereby declare that the above information given is true to the best of my knowledge.**

**Zohora Islam Chowdhury.**