



# Md. Pervej

59/1 Gedu Matbar Road, Ibrahim Pur, Kafrul Dhaka 1206

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## WORK EXPERIENCE

### CAREER OBJECTIVE

Working as an Operational executive at image and video editing service provider company. Expertise in Customer service, Project Management, Graphics Design. Before that I worked as an Engineer at Best Tycoon BD Enterprise with 2+ years of experience. Expertise in Production Planning, ERP, MES, PLM and business development activities. Looking forward to make result- oriented contributions towards completion of projects with extensive knowledge and rich experience aiding in consistently monitoring the progress of projects & grow rapidly with increasing responsibilities.

### KEY SKILLS

- Leadership
- Decision Making
- Problem Solving
- Excellent communication skills.
- Project Management.
- Customer Service & satisfaction.
- Production Planning
- Inventory Management.
- Material Management
- Warehouse Management

### LANGUAGE SKILLS

- **Bengali** - Native
- **English** – Good Command over reading, writing, listening and speaking.


#### A) Operational Executive March 2022- Running Cut Out Wiz LTD (Image and Video editing service Provider)


1. **Customer Service:** Maintaining communication with customer, Fulfilling their requirement with the help of production team.
2. **Building Customer Loyalty:** By taking special follow up of customer feedback we work to reduce customer feedback to rejection. By giving support in 24 hours.
3. **Project Management:** Negotiating with customer to make a proper price for the image or video as per time stamp. Convincing them to make a good deal. Taking Follow up to deliver all order as per customer demand within given deadline


#### B) Material Management Specialist June 2019 – March 2022 Best Tycoon Enterprise (Vivo Smart Phone Manufacturing Company,

- 1) **Material Management:**  
Arrange Material according to plan. Control WIP, material requisition, return according to plan by using ERP(Oracle).
- 2) **Production Planning:**  
To maintain communication between sales team and SCM to make plan according to market demand and production capacity by checking upcoming PO.
- 3) **Inventory:**  
Arranging inventory monthly, model wise, half yearly (Big inventory in full workshop)
- 4) **Supplementary Material Purchase Requirement:**  
Giving requirement for wastage material arrangement, giving supplement material application for Model clearance,
- 5) **Man Power Management:**  
Lead the team, manage man power to get there best in work,

## EDUCATIONAL QUALIFICATIONS

 **B.Sc. in Engineering** **2020**  
Institute Bangladesh University Of Business & Technology (BUBT)  
Dept. Electrical and Electronics Engineering  
Result CGPA: 3.04 out of 4.00

 **Higher School Certificate** **2014**  
Institute: Shaheed Ramijuddin Cantonment College, Dhaka Cantonment  
Group: Science  
Result GPA 4.70 out of 5

 **Secondary School Certificate** **2012**  
Institute Jahapur Secondary School, Barisal Babuganj.  
Group Science  
Result GPA: 4.31 out of 5.00

## TECHNICAL SKILLS

- Good working proficiency in MS Word, PowerPoint, Excel.
- Graphics Design and Project Management.

## REFERENCES

**1.Name: Mynul Hossain**

**Phone:** 01736649367

Deputy Director

Walton Hitech Industry LTD

**2.Name: Khairul Halim Rimon**

**Phone:** 0 1683-728550

Assistant Manager

of Production Dept.

Best Tycoon Enterprise LTD.

(VIVO mobile SKD plant)

## PROFESSIONAL TRAINING

**1.Graphics Design and Video Editing:** Got basic training for graphics design and Pricing.

**2. Customer Service:** Got training how to deal different kind of customer and how to reduce customer feedback.

**3.Project Management:** Got basic Training on project management, How to make a project financially profitable, How to increase price and ensure timely delivery.

**3. Lean Manufacturing:**

Got Basic training of 7 wastage of lean, Defect Reduction Cost Minimization by using six sigma tools.

**4. Inventory Management:**

Trained in inventory management. Daily stock arrangement, Monthly, Quarterly and yearly big inventory management.

**5. Production Planning:**

Skilled in Production planning by checking the PO of all material and sales demand by comparing production capacity.

**6. 6S:**

Special Training received on 6S management and workshop safety and work environment improvement.

**7. Material Management:**

Skilled in Material management, warehouse management, Store management.

## Achievement:

1.In 2020 the total number of batch failure due to material issue were 5 times.

2021 the number of batch failure due to material is 0.

2. Make the team from 3 line to 10 line, with buffer for all management.

3.I joined in material team as a material requisition and receiving Person within 2 years I got 3 promotion and become the material team leader.

4. There are total 9 factory in overseas of vivo but BD factory were first in monthly Work order close rating in full 2021 year.

5. In 2020 average low value consumption price were average 55K yuan per month but 2021 it reduced to only 11K yuan per month.

## Personal Information:

**Name:** Md. Pervej

**Father's Name:** Md Khokan Chowkider

**Mother's Name:** Pervin Akter

**Address:** 59/1, Gedu Matbar Road. Ibrahimipur,

**Police Station:** Kafrul, Dhaka 1206.

**Height:** 171.45 cm. (5 Feet 7.5 inch)