

TANVIR ANJUM

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Career Objective:

'To secure a dynamic ERP role, utilizing my business process expertise and technical proficiency in ERP. Committed to optimizing operations, fostering growth, and delivering innovative solutions for organizational success.'

Career Summary:

Experienced ERP System Coordinator is adept at overseeing end-to-end implementation, customization, and user support. Proven track record in optimizing workflows, ensuring data integrity, and troubleshooting for seamless system functionality. Eager to contribute expertise to enhance ERP efficiency within a dynamic organization.

Special Qualification:

Hard worker, quick learner, and ability to assume responsibility.
Work well under pressure to meet deadlines.
Talented in problem-solving and office system design.

Employment History:

Total Year of Experience: 2.4 Years

ERP System Coordinator

(1 January 2022 - Continuing)

AKH Packaging & Accessories Ltd. (A sister concern of AKH Group)

Area of Expertise:

ERP Systems (2.4 Years)

Duties/Responsibilities:

As an ERP (Enterprise Resource Planning) System Coordinator, my role is crucial in managing and maintaining the organization's ERP system. ERP systems are complex software solutions that integrate various business processes and functions, including finance, human resources, supply chain, manufacturing, Inventory, Accounts, and more. My responsibilities include:

1. **System Implementation:** Oversee the initial implementation of the ERP system, including planning, coordination with stakeholders, and managing the deployment process.
2. **System Configuration:** Customize the ERP system to meet the organization's specific requirements by configuring settings, workflows, and modules.
3. **Data Management:** Ensure data integrity by monitoring data inputs, data cleansing, and regular data backups. You may also be responsible for data migration from legacy systems to the ERP.
4. **User Training:** Conduct training sessions for end-users and provide ongoing support to help them understand and effectively use the ERP system.
5. **System Upgrades and Maintenance:** Monitor system performance, apply updates, and manage regular maintenance tasks to keep the ERP system running smoothly.
6. **Troubleshooting and Issue Resolution:** Identify and resolve ERP system-related issues and work with technical teams or vendors to troubleshoot and fix problems promptly.
7. **Security and Access Control:** Implement and enforce security protocols to protect sensitive data and ensure appropriate access levels for different user roles.
8. **Integration with other Systems:** Collaborate with IT and other departments to integrate the ERP system with other applications and techniques.
9. **User Support:** Provide continuous support to end-users, addressing their questions and issues related to the ERP system usage.
10. **Documentation:** Maintain comprehensive documentation, including system configurations, procedures, user manuals, and troubleshooting guides.
11. **Performance Analysis and Reporting:** Monitor key performance indicators related to the ERP system's functionality and report system performance to management.
12. **Vendor Management:** Liaise with ERP software vendors for updates, bug fixes, and enhancements. Coordinate with them for technical support and issue resolution.
13. **Continuous Improvement:** Identify opportunities to enhance system efficiency and functionality, propose improvements, and implement best practices.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Science (BSc)	Software Engineering	Daffodil International University	CGPA:3.04 out of 4	2022	4 years
HSC	Science	Shahdowla Degree College	CGPA:3.42 out of 5	2017	2 years
SSC	Science	Bagha High School	CGPA:5 out of 5	2014	5 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Software Testing	SDLC and Its models, STLC, Software Testing types, models and levels, Software Testing Documentation	Edureka	Bangladesh	Mohammadpur, Dhaka	2022	3 month
Software Architecture	UML Architecture Diagrams, Architectural Styles	Coursera	Bangladesh	Dhanmondi, Dhaka	2020	3 month
Advance Digital Marketing	Email Marketing, Facebook marketing, Drop Shipping, Digital Marketing	Skill jobs	Bangladesh	Dhanmondi, Dhaka	2019	3 month

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 30000
Expected Salary	: Tk. 40000
Preferred Job Category	: Education/Training, IT/Telecommunication, Research/Consultancy
Preferred District	: Dhaka, Rajshahi

Skill:

Fields of Skill	Description
<ul style="list-style-type: none">• Skilled in digital marketing• Software Engineering• Software Architect• Software development life cycle (SDLC)• Sound Knowledge in ICT• Good Skills in English in Written and Spoken• MS Power BI• MICROSOFT OFFICE	Good at HTML, CSS, and Basic knowledge of Programming Language, Moderate at DBMS (Database Management System).

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : Md. Nazrul Islam
Mother's Name : Mst. Morzina Khatun
Date of Birth : 21 Aug 1997
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : South Milik Bagha, Bagha, Bagha, Rajshahi 6280
Current Location : Dhaka
Blood Group : A+

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	Tilak Kumar Saha	Shahrior Ahmmed Shamim
Organization	AKH Packaging and Accessories Ltd. (A sister concern of AKH Group)	Diniah Builders Ltd.
Designation	Sr. Manager, Operation	General Manager
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Relation	Professional	Relative