

CURRICULUM VITAE

Md. Ahasan Habib Raju

House-13 & 15, D Block, Road-31, Mirpur-12

Dhaka, Bangladesh

Cell Number: +880-1987813301, +880-1986438586

Email: ahasan.raju0@gmail.com



CAREER OBJECTIVE

As a professional, I intend to make a challenging position in an environment where I can best utilize my skills, knowledge, leadership, communication, and project management skills to lead, challenge and be challenged in a highly rewarding career where my skills and knowledge can be useful for organizational and personal growth. Also, to obtain a position that challenges me and provides me the opportunity to reach my full potential utilizing my abilities.



CAREER SUMMARY

- 7+ years of combined experience with a rich knowledge of all facets pertaining to the ERP Implementation, Management Consultancy, Project Coordination, Accounts, HR & Admin, Secretarial Operation & Hospitality Sector.
- 3 months of certification course & Training Experience with a rich knowledge of AutoCAD 2D & 3D.
- 4 months of certification course & 3 Months of Training Experience with a rich knowledge to the Front Office & Secretarial Operation.
- Possess excellent communication skills and knowledge.
- Articulate and precise, with the ability to combine theoretical knowledge with practical approach.
- Excellent temperament to multi-task and coordinate various activities under high pressure.



WORK EXPERIENCE 1

Professional : Aplos Global Ltd.
aPOP (a Process Optimization Platform)
Dept. of ERP Implementation
ERP Support Lead
Duration: 1st January 2017 to till now

Roles

- Led and managed the end-to-end implementation of [Software/ERP System] for the organization, ensuring successful deployment and user adoption.
- Coordinated with cross-functional teams, including business analysts, developers, and stakeholders, to gather requirements and create a comprehensive implementation plan.
- Conducted thorough system assessments and gap analyses to identify areas for configuration and customization to meet business needs.
- Oversaw system configuration, ensuring that [Software/ERP System] was tailored to align with the organization's processes and workflows.
- Developed and executed comprehensive test plans, conducting rigorous testing to ensure the quality and accuracy of the software before go-live.
- Led user training sessions to equip team members with the necessary skills to effectively utilize the new system and increase user proficiency.
- Provided ongoing support during the implementation phase, addressing user queries, troubleshooting issues, and ensuring smooth project progress.

	<ul style="list-style-type: none"> ➤ Collaborated with technical teams and vendors to resolve complex technical issues and implement system enhancements based on user feedback. ➤ Managed data migration efforts, ensuring the secure and seamless transfer of data from legacy systems to [Software/ERP System]. ➤ Implemented change management strategies to facilitate a smooth transition for users, minimizing resistance to change and promoting adoption. ➤ Monitored key performance indicators (KPIs) and system metrics post-implementation to ensure the software's effectiveness and make data-driven improvements. ➤ Documented all aspects of the implementation process, including system configurations, customizations, and training materials for future reference. ➤ Prepared regular status reports and updates for management and stakeholders, providing insights into project progress and outcomes. ➤ Mentored and coached team members to enhance their technical skills and foster a collaborative and high-performance work environment.
Delivered Projects	<ul style="list-style-type: none"> ➤ Odyssey Craft Ltd. Human Resource Management Order Management Production & Planning Industrial Engineering TNA & Task Management Costing & BOQ
Delivered Projects	<ul style="list-style-type: none"> ➤ Material Management Commercial & Logistics Accounts & Finance Fixed Asset Register ➤ Auburn Design Ltd. (India) Human Resource Management Order Management Production & Planning Industrial Engineering TNA & Task Management Costing & BOQ Material Management Commercial & Logistics Accounts & Finance ➤ Cedaar Textile Ltd. (India) Order Management Production & Planning Industrial Engineering Accounts & Finance Human Resource Management TNA & Task Management Costing & BOQ ➤ Basic Apparels Ltd. Human Resource Management Order Management TNA & task Management Production & Planning



WORK EXPERIENCE 2

	<ul style="list-style-type: none">➤ Laila Styles Ltd. Human Resource Management➤ Mouchak Knit Composite Ltd. Order Management Production & Planning Industrial Engineering Human Resource Management➤ Searock Apparels Ltd. Human Resource Management Accounts & Finance
Professional	: Aplos Global Ltd. Sr. Project Coordinator & Accountant Dept. of Project, Accounts, HR & Admin Duration: 1 st April 2016 to 31 st December 2019
Roles	<ul style="list-style-type: none">➤ Assist to make the Feasibility Report & Project Profile.➤ Prepare the Master TNA for the Project.➤ Freeze the Master Layout with Architect as per project & Client requirement➤ Make the internal Layout changes if required to optimize the utilization of area & production process point of view.➤ Freeze MEP design, drawing & BOQ relating to project with the best vendors in the market.➤ Making analysis report of Technical & Financial for each item.➤ Vendor selection based on Technical & Financial analysis with client.➤ Freeze T&A with the selected vendor for each item.➤ Coordinate internal resources and vendors for the flawless execution of projects.➤ Ensure that all project works are delivered on-time, within scope and budget and ensure resource availability and allocation.➤ Maintain a detailed project plan to monitor and track progress.➤ Provide design, drawing & other related documents to LEED Consultant for LEED certification.➤ Implement aPOP ERP Software Based on TNA & Requirement.➤ Summarizes current financial status by collecting information, preparing Balance Sheet, Profit and Loss statement, and other reports.➤ Prepares Asset, Liability, and Capital account entries by compiling and analyzing account information.➤ Prepare Accounts for Financial Audit, Tax Assessment and VAT certification.➤ Auditing financial information, compiling, and presenting reports, budgets➤ Renewal & update all types of Legal, License & Registration of the Company.➤ Maintaining Recruitment Process as per company policy➤ Maintain Employee Attendance System & the leave management system.➤ Prepare the company payroll & Review payroll reports with Director.➤ Maintain financial, administrative & HR files and records.➤ Prepares payments by verifying documentation and requesting disbursements.➤ Ensure transactions are properly recorded and entered into the accounting system.➤ Prepare and reconcile general bank & cash statements.➤ Administering payrolls and controlling income and expenditure



WORK EXPERIENCE 3

Professional : Radisson Blu Dhaka Water Garden

Front Office Executive
Dept. of Front Office & Secretarial
December 2015 - February 2016

Roles

- Maintaining Records and Files.
- Handling & Managing Correspondence.
- Greeting Guests & Confirm the details of guests with confirmed reservation.
- Complete the registration formalities of the guest with confirmed reservations.
- Answering Phones & Provide desired information to the guests.
- To prepare expected arrival & expected departure list every day.
- Maintain information rack & Guest room keys handling.
- Coordinate guest room maintenance work with the engineering & maintenance departments.
- Assist in guest paging & Control safety lockers.
- Prepare guest bills and present the same for settlement at the time of guest's departure.
- Update guests credit transactions regularly.
- Maintain & review guest weekly bills & check not to exceed credit limit. Obtain the float & keep it balanced.
- Settle guest accounts by accepting cash, credit card, travelers Cheque etc. Check the authenticity of currency received.



TOP SKILLS

- ❖ ERP Implementation
- ❖ Data Analyst
- ❖ Management Consulting
- ❖ Project Implementation
- ❖ Microsoft Office
- ❖ AutoCAD 2D & 3D
- ❖ AutoCAD 2D & 3D
- ❖ Front Office & Secretarial Operation



CERTIFICATIONS



ACADEMIC QUALIFICATION

Session 2015-2016 : **M. Sc, Chemistry**
(Passing Year 2016) University of Dhaka affiliated College
Result: 2.57 (out of 4.00)

Session 2009-2010 : **B. Sc, Chemistry**
(Passing Year 2015) University of Dhaka affiliated College
Result: 2.86 (out of 4.00)

Session 2007-2008 : **Higher Secondary Certificate (HSC)**
(Passing Year 2009) Bogra Cantonment Public College
Result: 5.00 (out of 5.00)

Session 2005-2006 : **Secondary School Certificate (SSC)**
(Passing Year 2007) Cantonment Board High School Jahangirabad Bogra
Result: 4.81 (out of 5.00)



OTHER SKILLS

Graphics Design : Adobe Illustrator

Software

Office Packages : Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Access etc.

Operating System : Windows 7, Windows 8, Windows 8.1, Windows 10

Utility Software : Power BI Desktop, APOP

Networking skill : Knowledge on LAN & Internet



SELF - APPRAISAL

- ❖ Continuously strive for skill development & Growth.
- ❖ Honest & Punctual
- ❖ Like to take challenge
- ❖ Creative & Logical



PERSONAL DETAILS

- ❖ Hard working
- ❖ Ability to work under pressure

Father's Name : Md. Farid Uddin
: Rahima Akter
Date of Birth : December 31, 1992
Present Address : 145 New, Matikata Bazar, Dhaka Cantonment, Dhaka
Permanent Address : VIL: Kalochown, P.O: Chitoshi Bazar, P.S: Shahrasti, D.S:
Chandpur
Nationality : Bangladeshi
Religion : Muslim
Blood Group : B (+ve)



REFERENCES

Virender Goyal
Managing Director
Aplos Global Ltd.
+880173062481,
E-mail: vg707@hotmail.com
Birendra Singh Rawat
Director
Aplos Global Ltd.
+8801733618003
E-mail: bsr_rawat2003@yahoo.com
A S M Mahmudur Rahman
Sr. Project Manager
SQUARE Group
+8801754091889
E-mail: marahman2bd@yahoo.com