





- THE RESUME OF -  
**MUHAMMAD  
FARSAD ISLAM**

### CONTACT INFO

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### PERSONAL INFO

FATHER'S NAME: M. RAFIQUUL ISLAM  
MOTHER'S NAME: JOBEDA BEGUM  
DATE OF BIRTH: 22-05-1989  
PLACE OF BIRTH: CHATTOGRAM  
NATIONALITY: BANGLADESHI  
CIVIC STATUS: SINGLE  
RELIGION: ISLAM  
BLOOD GROUP: B+

### LANGUAGE

ENGLISH   
BANGLA   
OTHER(LOCAL) 

### CAREER PROFILE

Being a pragmatic individual with an objective driven mindset, I substantially put forward my rational priority on experience based learning; while attaining competency through challenging business fields. My work experiences along with an outlined academic track record enhanced my aptitudes in problem solving and capacity to liaise successfully with people. With comprehensive knowledge of market orientation and adaptableness; it is my definitive priority to see these skills can be put to most prominent use and carry through commitments capably in foremost regards.

### CURRENT OBEJECTIVE

Dedicated and distinctly entrepreneurial person with an MBA and +6 years of experience in the field of Marketing, Sales, Retail, Business Development and Customer Service & Relation from a varied line of work both in home country and abroad. As of now, I am looking for a prospect to work with a reputed organization where I can gradually progress with, while I accomplish company objectives on the grounds of my interpersonal traits.

### EDUCATIONAL BACKGROUND



#### MASTER OF BUSINESS ADMINISTRATION (MBA)

DEPARTMENT: SCHOOL OF BUSINESS  
INSTITUTION: CHARLES DARWIN UNIVERSITY  
LOCATION: WATERFRONT, NT, AUSTRALIA.  
MAJOR: PROFESSIONAL PRACTICE  
CGPA: 4.19  
YEAR: 2014-2016



#### BACHELOR OF BUSINESS ADMINISTRATION (BBA)

DEPARTMENT: SCHOOL OF BUSINESS  
INSTITUTION: NORTH SOUTH UNIVERSITY  
LOCATION: DHAKA, BANGLADESH.  
MAJOR: MARKETING, INTERNATIONAL BUSINESS  
CGPA: 2.67  
YEAR: 2008-2012



#### HIGHER SECONDARY CERTIFICATE (HSC)

INSTITUTION: DHAKA CITY COLLAGE  
LOCATION: DHAKA, BANGLADESH.  
GROUP: SCIENCE  
GPA: 4.60  
YEAR: 2005-2007



#### SECONDARY SCHOOL CERTIFICATE (SSC)

INSTITUTION: COLLEGIATE SCHOOL CHITTAGONG  
LOCATION: CHATTOGRAM, BANGLADESH.  
GROUP: SCIENCE  
GPA: 5.00  
YEAR: 2003-2005

## INTERPERSONAL SKILL

CROSS-FUNCTIONAL TEAMING

COMMUNICATION

CUSTOMER RELATIONS

LEADERSHIP

NEGOTIATION

LEARNING & DEVELOPMENT

## SOFTWARE SKILL

MICROSOFT OFFICE SUITE

ADOBE PHOTOSHOP

ADOBE ILLUSTRATOR

## HOBBIES



SPORTS



MUSIC



TRAVELLING



PHOTOGRAPHY



GAMING

## EMPLOYMENT EXPERIENCES

JUL 2019 -- KARNAFULY SHIP BUILDERS LIMITED, BANGLADESH.  
SUPPLY CHAIN COORDINATOR |FULL TIME|

PRESENT KEY RESPONSIBILITIES:

- Coordinating and monitoring supply chain operations.
- Supervise orders and arrange stocking of raw materials and equipment.
- Optimizing and coordinating full order cycle of freight forwarding.
- Liaise with vendors and transportation partners to determine ideal scheduling and timeliness.

AUG 2017 -- BNZ SHIPPING, BANGLADESH.  
MANAGEMENT TRAINEE OFFICER |FULL TIME|

JUN 2019 KEY RESPONSIBILITIES:

- Contacting clients, arranging meetings, planning & overseeing new marketing initiatives.
- Maintaining client accounts and customer relationships.
- Monitor staff performance, support employees, administer payroll and implement performance reviews.
- Researching market trends and making suggestions about new product lines.

MAR 2016 -- COUNTRY WELLNESS PHARMACEUTICALS, AUSTRALIA.  
GENERAL ADMINISTRATOR |INTERNSHIP|

JUN 2016 KEY RESPONSIBILITIES:

- Stock control.
- Bookkeeping & Invoice preparation.
- Managing customer contacts & accounts.
- Inspecting accounts movements.

AUG 2015 -- COLES SERVICES, AUSTRALIA.  
TEAM IN-CHARGE |FULL TIME|

DEC 2016 KEY RESPONSIBILITIES:

- Coordinating and training team members.
- Ensuring high standard of customer Service.
- In-charge of cleaning department.
- Supervising assignments & hygiene protocols.

DEC 2012 -- STANDARD CHARTERED BANK, BANGLADESH.  
RELATIONSHIP OFFICER |FULL TIME|

DEC 2013 KEY RESPONSIBILITIES:

- Relationship-building with key stakeholders (i.e. Real-Estate Developers & Automobile Vendors).
- Delivering support to different sales channels.
- Providing professional advice on related services.
- Executing assignments & communication protocols derived from top management.

## REFERENCE

ENGR. M. A. RAZZAK

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