

MOHAMMAD SHIRAJUL ISLAM

House: 41/23-A, Road: New Road (Noton Rasta),
PO: Zigatola, PS: Hazaribagh, PO Code: Dhaka 1209,
City Corporation Area: Dhaka South, District: Dhaka
Country: Bangladesh.
Contact: +8801672742229 , +8801819473839
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Career Objective

Enthusiastic to take the responsibility for mid to top level managerial works under the organizational vision.

Career Summary

Have worked in agile environment more than seven years in various organizations with an excellent organizational and analytical skills. Increasing employee efficiency, cost effective functions, disciplined team work, project base work or any other works under the organizational vision have successfully accomplished in my previous career.

Total year of experience : 7.4 years

Special Qualifications

Business Analysis and Business Developments.
Financial Analysis and Reports.
Accounts, Audit and Reconciliation.
Corporate Relationship and Client Managements.
Operation Management.
HR Admin and General Administration.
Project Operations.
Security and Safety Management.

Employment History

1. Manager – Business Development (October 01, 2018 – October 31, 2019)

Everest Lancer Security and Logistics

Company Location: Arambagh, Motijheel
Department: Operation

Major Duties and Responsibilities

1. Business Segment Analysis.
2. Exploring B2B Potential Clients.
3. Maintaining Corporate Relationship.
4. Service Level Agreements.
5. Service Customisation.
6. Enlistment / Tender Process.
7. Business Projections.
8. Client Managements.
9. Service Quality.
10. Complaint Managements.
11. Financial and Cost Function Analysis.
12. Financial Report.

Additional Duties and Responsibilities

1. HR Administrator and Employee Functions supervision.
2. General Administrations.

3. Billing, Reconciliation, Vat/Tax, Tin, Bin.
4. Metafour/MetaAPP - System Admin.
5. Supervisions of all Data Entry process.
6. Project Supervision / Project Design.
7. Coordination to other departmental work.
8. Cargo / Shipment Documentation.
9. Regular IT Support.
10. Security and Safety.
11. Cargo Operations.
12. Employee training seasons.

2. Assistant Manager - Operations (February 24, 2018 – September 28, 2018)

Office Depot Incorporated

Company Location: Baridhara DOHS

Department: Operation

Major Duties and Responsibilities

1. Exploring B2B potential Clients.
2. Potential market analysis and penetration.
3. Competitive Market Analysis.
4. Maintaining all regular business segments.
5. Corporate, Wholesale, Retail Business Development.
6. Analysis and Exploring Potential Business Segments.
7. Client Segmentation and Customer Profiling.
8. Supervising of Tender / Enlistment processing.
9. Analysis of Financial Reports, Sales / Purchase Reports.
10. Analysis of Inventory, Assets and Liabilities.

Additional Duties and Responsibilities

1. Suppliers and purchase management.
2. Customer service managements.
3. Regular operations.
4. HR Functions, Employee training and Recruitment.
5. Billing, Reconciliation, Vat/Tax, Tin.
6. Inventory managements.
7. Purchase and Delivery supervision.
8. Security and Safety operations.
9. Courier and Logistics operations.

3. Officer – Security & Protocol (March 12, 2013 - February 22, 2018)

The City Bank Ltd

Company Location: Gulshan 2, Dhaka

Department: General Admin Division

Major Duties and Responsibilities

1. Local Courier Operation – Citygems, Amex, Visa, Master cards
2. International Courier operations
3. Dispatch Operations – Service Delivery, Recovery and SME.
4. GPO Operations – Franking, Postage stamp, Journals and Ledger.
5. Inward and outward document managements.
6. Special Delivery – Calendar, Dairy, Gift and others.
7. Courier Managements.

8. Courier Bill reconciliation and processing.
9. Courier performance evaluation.
10. Providing protocols to CBL board members or any VIPs.

Additional Duties and Responsibilities

1. Courier and Dispatch automation.
2. SOP generation and implementation.
3. Courier Service Level Agreements.
4. Complaint management.
5. Security and Safety operations – Area: motijheel, Dhaka.
6. CCTV and access control operations.
7. Yearly performance and service quality evaluation report.
8. Courier enlistment process.

4. Junior Officer (April 1, 2011 - January 25, 2012)

Apex Tannery LTD

Company Location: Hazari bagh, Dhaka.

Department: Internal Audit

Major Duties and Responsibilities

1. Vouchers, Bills Audit.
2. Bank Reconciliation.
3. Purchase record and inventory Audit.
4. Document managements.
5. Audit report presentation and analysis.
6. Accounting Software Operating -Tally, MS Excel.

Additional Duties and Responsibilities

1. PC setup and OS setup.
2. Asset damage report.
3. Special assignment – Managing Director (Only).

Specializations

Fields of Specialization on the job	Fields of Specialization off the job
<ol style="list-style-type: none"> 1. Administration: Providing all security issue to CBL Head of Admin of Motijheel area. 2. Software Development: Dispatch Management System (Especially for the City Bank) based on MS Access. 3. Corporate Presentation: From client to internal top level managers, given several presentations for elaborate functional matters. 4. Warehouse management / Inventory Management. 5. E-Commerce operations, E-Commerce portal management / Courier Operation 6. Service Quality / Client Management. 7. Software Supervision / System Administration. 8. Cost Functions, Taxation, Financial Reports 	<ol style="list-style-type: none"> 1. Adobe (Photoshop/After Effects/Premiere): Professionally working in various programs since 2008. 2. CCTV and Security instrument installation. 3. Web design/Network Setup (LAN/WAN)/Small Server configuring: Did more than 10 server installation and network setup in small arena. 4. MS Word/ Excel/ PowerPoint/ OneNote. 5. Computer Hardware and troubleshooting. 6. Brand promotion / Digital Marketing / Event Management. 7. Android App Development. 8. Website development / Website design. 9. Microsoft OS.

Academic Qualifications

Exam Title	Concentration/Major	Institute	Result	Year	Duration
MBA	Finance	BRAC University	CGPA:2.77 out of 4	2014	2 Years
BBA	Finance and Accounting	American International University Bangladesh (AIUB)	CGPA:2.89 out of 4	2011	4 Years
HSC	Business Studies	Dhaka Commerce College	CGPA:3.5 out of 5	2006	-
SSC	Business Studies	Farid Uddin Siddique High School	CGPA:3.81 out of 5	2004	-

Training Summary

Training Title	Topic	Institute	Country	Location	Year	Duration
Basic Photography	Composition, hardware, Post Production	Dhaka Photography Institute	Bangladesh	Elephant Road, Dhaka	2012	3 (Three) Months
Building career in Banking and Financial Institutions	BASEL II, CCR, Financial analysis	BRAC UNIVERSITY	Bangladesh	Mohakhali, Dhaka	2015	1 (One) Day
Advance Photography	Post Production	Through the lance Bangladesh (TTL)	Bangladesh	Mohakhali, Dhaka	2015	1 (One) Day
Emergency evacuation drill	Evacuation Representative	The City Bank Limited	Bangladesh	Motijheel, Dhaka	2016 2015	Twice in a year

Language Proficiency

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

Special Projects

Project Name : Base Transceiver Station (BTS) Physical Security Assessment Survey

Organization: Banglalink Digital Communications Limited.

Position : Project Head

Project Under : Everest Lancer Security and Logistics

Time Duration : 06 Months

Total BTS Tower : 9,547

Year : 2019 – 2020

Project Name : Dispatch Automation Software

Organization: The City Bank Limited.

Position : Project Head

Project Under : General Admin Division, The City Bank Limited

Time Duration : 01 Year

Document Hand Over : 85 Millions+ (Per Year)

Year : 2016 – 2017

Others (Off the Job) Activities

1. Product Photography, Wedding Photography.
2. Wedding cinematography, Project videography.
3. Digital marketing – Facebook page.
4. Online business / E - shop.
5. Computer assembly and troubleshoot.
6. Poster, Leaflet, Banner and business card design.

Extra-Curricular Activities

1. Attend in 3rd National Comdeca & 8th National Rover Mott (2001).
2. Best Orator in BAF Badge Course (2000).
3. Assistant Petrol Leader Air Scout – Dhaka Division (2000 - 2002).
4. Event Management in live Concert - Eventsolution.

Hobbies and other Activities

1. Travelling, Motorcycling
2. Gardening, Fishkeeping, Aquascaping, Bird Keeping.
3. Watching movies, Listening Music, Playing Piano.
4. Painting, Crafting

Personal Details

Father's Name	Mohammad Hossain
Mother's Name	Late Noorjahan Begum
Date of Birth	November 13, 1989
Gender	Male
Marital Status	Married
Total Family Members	Three (03)
Nationality	Bangladeshi
National Id No.	2691648033421
Religion	ISLAM (Sunni)
Permanent Address	House: 41/23-A, Road: New Road (Noton Rasta), PO: Zigatola, PS: Hazaribagh, PO Code: Dhaka 1209, District: Dhaka
Current Location	Dhaka, Bangladesh

References

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	Arshed Khan	Major Farhad Aziz (Retd.)
Organization	Everest Lancer Security & Logistics	The City Bank Limited
Designation	Head of Operations	Head of General Admin Division
Address	10/8 Arambagh (1 st Floor), Motijheel C/A, Dhaka 1200 Bangladesh.	City Bank Center 136, Gulshan Avenue, Gulshan-2 Dhaka 1212 Bangladesh.
Phone (Office)	+8801711679992	+8801701394686
e-mail	arshed.khan@l9ex.com	farhad.aziz@thecitybank.com
Relation	Professional	Professional

Declaration: I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

Last Updated: 08 April, 2021

A handwritten signature in black ink, consisting of several overlapping, stylized strokes that form a cursive-like shape.

Signature