

S. M. Mustafijur Rahman

Address: United Tower (10th Floor), House: 348, Road: 09,

Smritidhara, Kadomtali, Dhaka-1236.

Contact: +8801676939760

Email: mostafizshawon@gmail.com

LinkedIn: <https://www.linkedin.com/in/mustafijshawon/>



Professional Summary

Dynamic and results-oriented Manager with 6.5 years plus of progressive experience in tender and procurement management and business analysis within the software development industry. Skilled in contract negotiation, stakeholder management, and process optimization, with a proven track record of driving cost efficiencies and enhancing operational workflows. Adept at leveraging data-driven insights to inform strategic decisions and deliver impactful business outcomes.

Professional Experience

Manager (Tender and Procurement)

Orange Business Development Limited

From January 2024 – Present

Roles and Responsibilities:

- Expertise in managing the end-to-end tender process, including preparing RFPs, RFQs, EOIs, and proposals with strict compliance to client requirements.
- Skilled in coordinating with cross-functional teams to gather methodologies, project experiences, and CVs for comprehensive and timely submissions.
- Proficient in risk assessment, contract negotiation, and seamless post-award handover to project teams.
- Experienced in streamlining tender preparation processes and building strong relationships with clients, vendors, and stakeholders.
- Focused on delivering high-quality submissions and ensuring alignment with organizational objectives.

Business Analyst

Orange Business Development Limited

January 2021 – December 2023

Roles and Responsibilities:

- Gather and analyze client requirements to support the preparation of RFPs, RFQs, EOIs, and proposals, ensuring accuracy and relevance.
- Collaborate with internal teams to collect project methodologies, experiences, and resources, contributing to well-structured and compliant submissions.
- Conduct data analysis to identify trends, risks, and opportunities during the tender process, enhancing decision-making.
- Assist in documenting workflows and tender processes to improve efficiency and maintain compliance standards.

Junior Business Analyst

Orange Business Development Limited

July 2019 – December 2020

Roles and Responsibilities:

- Create detailed reports, presentations, and documentation to communicate findings and recommendations effectively.
- Support senior analysts in tracking project progress and ensuring alignment with business objectives.
- Collaborate with stakeholders to document workflows, identify gaps, and suggest process improvements.

Internship

Janata Bank PLC

September 2017 – December 2017

Roles and Responsibilities:

- Supported IT teams in basic system troubleshooting and software updates.
- Contributed to data entry, report generation, and monitoring system performance.
- Assisted in day-to-day banking operations, including account management and customer service.

Key Skills

Tender and Procurement Management, Contract Negotiation and Vendor Relations, Market Research and Analysis, Data Analysis and Reporting, Document Management, Process Optimization, Expertise in Navigating Procurement Processes, Extensive Knowledge of National and International Procurement Platforms.

Technical and Professional Skills

- **Tools & Software:** Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Slides), Google Drive, Dropbox, OneDrive, DocuSign
- **Technical Skills:** Data analysis, reporting, budgeting, bid comparison, cost estimation, and workflow documentation
- **Project Management Tools:** ClickUp, Trello for task tracking and tender management
- **Procurement Platforms:** UNGM, UNDP (Quantum Supplier Portal), USAID, ILO, IOM, UNOPS, e-GP, CPTU and Government Procurement Platforms.

Education

Bachelor of Science (B.Sc.) in Software Engineering

American International University-Bangladesh (AIUB)
December 2018

Higher Secondary Certificate (HSC)
Government Science College, Dhaka

Secondary School Certificate (SSC)
A.K. High School and College, Dhaka

Other Training

NDG Linux Essentials course in
the Cisco Networking Academy,
July 2020

Languages Proficiency

Language	Speaking	Writing	Reading
Bangla	Native	Native	Native
English	Fluent	Fluent	Fluent

References

Available upon request.

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.


S. M. Mustafijur Rahman