MD. TANVIR HOSSAIN

BBA (MIS) / Fresh Business Graduate (0-1 Years' Experience)

📞 +88 01715707346   🏠 41/1 Greenhouse Apartment, Greenroad, Dhaka - 1205

✉ tanvir_tuhin@yahoo.com   in linkedin.com/in/tanvir-tuhin

To obtain a creative and challenging position in an organization that gives an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my technical, innovative and logical skills.

CAREER SUMMARY

JUNE 2019 – SEPTEMBER 2019

INTERN, MIS (DEVICE DIVISION) - SOLAR ELECTRO BANGLADESH LIMITED (SEBL)

Responsibilities Undertook:

- Collaboration with Human Resource team by onboarding brand promoters into the system and posting job circulars on social networks.
- Collaboration with sales operation team by providing daily BP/GRT wise sell out plan report, generated from server raw data.
- Generate raw data from the device IMEI sticker, merging with GRT (General Retail Store) database.
- Assist supervisor with month end campaign claim settlement process.
- Check device activation status from mother server and merge it with GRT database.
- Help supervisor with report generation upon management query.
- Designed a task automation process for server IMEI activation check, using **RPA** Tool (UiPath).

EDUCATION SUMMARY

MAY 2016 - SEPTEMBER 2019

BACHELOR OF BUSINESS ADMINISTRATION – MANAGEMENT INFORMATION SYSTEMS (MIS), CGPA (3.50)

📍 American International University – Bangladesh (AIUB)

Subject Concentrations:

- Database Analysis and Design
- Human Resources Management
- Web Technologies
- Computer Utilization in Business
- Data Mining and Data Warehousing
- Business Communications
- Enterprise Resource Planning
- Strategic Management
- Market Research & Marketing Management

JUNE 2015

HIGHER SECONDARY CERTIFICATE (HSC) – BUSINESS STUDIES, (GPA – 3.83)

📍 Ideal College, Dhanmondi, Dhaka

MAY 2013

SECONDARY SCHOOL CERTIFICATE (SSC) – SCIENCE, (GPA – 4.19)

📍 Junior Laboratory High School, Dhanmondi, Dhaka

ORANGE HRM

ANALYTICS (MICROSOFT POWER Bi, TABLEAU)

REPORTING & DASHBOARDING (EXCEL)

MICROSOFT OFFICE SUITE

DATABASE UNDERSTANDING & SQL

RPA (UiPATH)

COMMUNICATION SKILLS

- Excellent written and verbal communication skills.
- Confident, articulate, and professional speaking abilities.
- Empathic listener and persuasive speaker.
- Writing creative or factual.
- Speaking in public, to groups, or via electronic media.
- Presentation and negotiation skills.
- Skilled in business and commercial correspondence as well as writing reports and dealing with multimedia presentation.

ORGANIZATIONAL SKILLS

- Able to coordinate several tasks simultaneously.
- Combine patience, determination, and persistence to troubleshoot client issues.
- Enjoy working as a team member as well as independently.
- Understanding of emerging technologies and their commercial applications.
- Quick learner and able to adopt new technologies if applied.
- Preparing MIS reports for senior reporting.

ACADEMIC EXPERIENCE, ACHIEVEMENTS & AWARDS

RESEARCH EXPERIENCE   2018

Constructed an empirical research as a part of a course which reviewed the current scenario of eHealth system in Bangladesh. Mostly concentrated on identifying where to improve and what solution can be implementable to be competitive in this sector.

INTERPRETER   2016

Was assigned to assist eight students from Keio University, Japan as an interpreter to exchange information with village female entrepreneurs of Brac's Microfinance project in Manikganj.

REFERENCE

Mehzabul Haque Nahid
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American International University – Bangladesh (AIUB)
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Senator, Jahangirnagar University
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CERTIFICATION

I, Md. Tanvir Hossain, certify that all the information stated in this CV is accurate and complete to the best of my knowledge. I understand that the submission of false, misleading or inaccurate information may be sufficient cause for the refusal, withdrawal or termination.

(Md. Tanvir Hossain)
Applicant's Signature