

Md. Fazlauddin Mahbub

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Career Objective

I believe that dedicated hard work, good team chemistry can achieve any organizational objective and I am with a positive attitude to identify winning approaches. I take full responsibility of work or assignment I am entitled to and I am ready to gain any kind of knowledge for the sake of the organization that I am working at. I will apply drive quickly to achieve positive results for a leadership company.

Work Experiences

• TAHOOR

EXECUTIVE OPERATION & BUSINESS DEVELOPMENT October 2017- Present

Tahoor is a clothing wear brand of Modest modern & Elegant Muslim apparel for urban ladies. My core tasks are given bellow.

- Lead Operations Team.
- Maintaining Distribution process & supplies the product according outlets requirement.
- Supervising all outlets and sales executives.
- Maintaining regular sales growth.
- Attending client & vendor meetings.
- Maintaining vendors, suppliers and customer's database.
- Reporting monthly execution of the projects and creating new plans report of production for further months to the manager
- Making plans and marketing strategies for boost-up sales and developing existing strategies.
- Purchase all raw materials and accessories

• TASKEATER

QA & ASSOCIATE-PART TIME-NIGHT SHIFT: August 2017-October 2018

I worked there daily Two hours. My responsibilities was analyzing projects, Attending the client calls, ensuring Quality, Generate Leads. I was also responsible for leading team.

• RUNOUT FILMS

ASSISTANT DIRECTOR: November 2016- June 2017

Planning and executing the total procedures of TVC making. Execute the production team in the shooting period also my task.

• UNITED COMMERCIAL BANK(UCB)

INTERN : April 2016- July 2016

Core responsibilities was updating data in their own (TFRS) ,Updating Triplicate, reporting Duplicate data, checking export import transaction & correction in the Bangladesh Bank Online Monitoring System.

- **INTERSPEED MARKETING SOLUTIONS LTD**

BRAND AMPLIFIER: May 2015- October 2015

As a brand amplifier my task was represent my university, co-ordinate and select participants to perform in their programs.

- **Skills**

Presentation Skills

- Individual and group presentation experienced.
- Gave presentation on “why Bangladesh is one of the lowest TAX payer country in the world” in TAX fest at AIUB

Computer Skills

- Microsoft office Suite 2013, Adobe Photoshop CS6, Adobe Premier Pro, Final Cut Pro

- **Academic Records**

2012-2016 **Bachelor of Business Administration (CGPA 3.01 out of 4.00)**
Accounting & Finance major, American Int. University-Bangladesh

2009-2011 **Higher secondary Certificate (GPA 4.70 out of 5)**
Business Studies, Dhaka Commerce College

- **Extra-Curricular Activities**

General Secretary- AIUB Film Club: April 2014- February 2017.

As a General Secretary I maintained all the official activities, admin, public relationship, also responsible for rules and regulation of club and any events of club. Keeping all the record of the inventory, looking over logistic support of the club. Organizing movie promotional events, workshops and meetings.

Volunteer, American Int. University-Bangladesh, June 2012- December 2016.

- **AIUB Admission Volunteer:** there I worked as a main volunteer of admission department. I assured the all the documents status and attached it then I gave temporary ID card to the new admitted student.
- **AIUB registration and Sports Volunteer:** My task was to maintain rules in the registration period and help the students. As a sports volunteer my task was to maintain time schedule of games, arrange accessories and keeping all the records.

- **Achievements**

Top Five, Entrepreneurship Development poster competition-AIUB, 2016

“Developing new business idea” poster competition.

Champion-Stopnot Film Banao (TVC), 2015

The competition was about to make a TVC for Stop Not Bangladesh (Chips) by focusing on their brand value, product specification and with a story which had to express that do whatever you want to do it with Stop Not Chips.

Runner-up Star-UIU Documentary festival, 2013

The competition was based on urban transportation System. Our project focused on how everyday people faces problems in the transportation system.

References

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