

MD.ASHIKUR RAHMAN

Address: House: DCS#3151, Road# Beraid, Aroiddapara, Badda-Dhaka-1212.

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Career Summary:

Skilled in Business Operation & Bid Management more than 4.9 years. Working with Sales, Service & SCM team to update the database by day-to-day sales order. To maintain & follow up the whole process from invoice submission to payment receive. Reviewed requests for proposals (RFPs); developed proposal plans, outlines and schedules, monitor & Support the efforts of team partners-account managers, sales engineers, solution consultants, legal, costing and subcontractors. Reviewed proposal drafts and final versions to RFP's with a focus on accuracy, staffing, quality and effective design and layout. Experienced with leading Government entities, ISP & Private Telecommunication sectors project like- Directorate General Defense Purchase (DGDP), Teletalk Bangladesh Ltd, Grameenphone, Banglalink, Robi Axiata Ltd, edotco Bangladesh Company Ltd, Summit Tower & Communications Ltd, Kirtonkhola Tower Bangladesh Ltd, SSD Tech (Carnival Internet), Fiber@Home Ltd, Link3 Technologies Ltd, Aamra Networks Ltd & e-gp based Govt tenders etc.

Employment History:

Total Year of Experience: 5 Years

Base Technologies Limited

Promoted as- Specialist - Portfolio Management & Bid Management (July 01, 2021)

Department: Fulfillment

Company Location: Aakash Tower, 13th Floor, 54 Gulshan Avenue, Road - 132, Gulshan-1, Dhaka-1212.

Portfolio Management & Bid Management (January 01, 2019- Continuing)

Grade: Senior Officer

Department: Fulfillment

Duties/Responsibilities:

Portfolio Management:

- Keep the CRM (Database) updated as per day-to-day sales Order.
- Track the product delivery schedule & services for on time delivery.
- Prepare the product delivery challan & submit the invoices with proper documents as per purchase order to Customer's digital invoice portal.
- After submitting the invoices to Customer's digital portal & follow up accordingly.
- Track the invoiced amount mature date for payment & keep the CRM updated as per invoiced & receivable date.
- Communicating with customers to resolve issue in case of payment related SLA(Service Level Agreement) breach.
- Maintaining and providing the management report based on monthly sales with the sales collection.
- Preparing different types of reports throughout data extracted from databases as per the requirements of Management.
- Ensure effective communication with project sponsors, project managers, functional and resource managers, and other stakeholders.
- Working with key Project Managers to evaluate proposed and ongoing projects based on value, risk, effort, cost and strategic alignment.
- Have to deliver Effectively and efficiently of the maximum and maximum strategically important programs, including opportunities, schedules, costs, risks, resources and quality management.
- Working with key Project Managers and budget managers to assess and track financial impact of all project work.
- Preparing the different types of MOU & Agreement with Customer's as per project's requirements.

Bid Management (July 31, 2017 – December 31, 2018)

- To manage the bid qualification (bid go/no go) process for new opportunities.
- Ensuring that the most appropriate and relevant solutions for each bid are effectively pulled together from all parts of the business.

- Prepare the relevant documents for Bank Guarantee & Contract Agreements for the project.
- Determine the scope and timeline of new bids. Lead and coordinate the preparation of the bid ensuring that other contributors provide information on time to the correct standard answering the client's needs.
- Manage the bid budget & develop a set of standard templates for less complex bids.
- Management of all aspects of the bid process to ensure deadlines are met.
- Attend the pre bid meetings with the team & prepare queries with the help of cross functional teams for getting the feedback from customers.
- Cross checking the price/financial part with SCM & Finance team as per tender's terms & condition; Same for the technical part.
- Prepare all the relevant documents for registration of new client's portal through online or hardcopy for getting information for upcoming RFQ's.
- Make sure all the client's registration portal are up to date & registered to different types tender publication's portal.
- Management of all aspects of the bid process to ensure deadlines are met.

Key Account Manager-Momentum Sales (April 11, 2017 – July 31, 2017)

Grade: Officer

Department: Marketing & Sales

Duties/Responsibilities:

Key Account Manager-Momentum Sales:

- Have to generate Sales from Corporate Segment for IT & Solutions Products.
- Create new customer to develop business growth.
- Prepare sales and feedback report to supervisor.
- Understand the market, the customer and the competition.
- Daily basis customer visit for building relationship to meet the target and achieve monthly sales target.
- Daily basis monitor collection against sales.
- Provide daily basis sales and customer visit report to supervisor

LankaBangla Finance Ltd.

Company Location: Safura Tower (Level-11), 20 Kemal Ataturk Avenue, Banani, Dhaka.

Trainee Business Executive. (January 1, 2017 - April 10, 2017)

Department: Home & Mortgage Loan. (Mirpur Branch).

Duties/Responsibilities:

- Survey potential market to explore business opportunities.
- Frequently visit to create the new customers.
- Analyze & inspect market accurately to increase business growth.
- Increase the sales volume of home loan product.
- Have to achieve monthly & yearly sales target.
- Assist in handling customer complaints in a positive manner & converting complaint in to services improvements opportunities.

Al-Arafah Islami Bank Limited

Company Location: Tower Hamlet (1st Floor), 16, Kamal Ataturk Avenue, Banani, Dhaka.

Internship (September 7, 2015 - December 21, 2015)

Department: Foreign Exchange Department

Duties/Responsibilities:

- Account opening.
- Closing of an Account.
- Issue Foreign Demand Draft (FDD).
- Register entry for export L/C.
- Issue Pay Order (P.O).
- TM form fill up for freight charge purposes.
- Checking & preparing fills & other important documents.
- Arrange files according to documents and L/C number.

Career and Application Information:

Looking For : Mid-Level Job
Available For : Full Time
Preferred Job Category : Operations; Mobile Financial Service; Procurement/ Supply Chain.
Preferred District : Dhaka, Gazipur.
Preferred Organization Types : Banks, Group of Industries; Telecommunication, ISP (Internet Service Provider) Industries, Procurement Department, Financial Organization, Food (Packaged)/Beverage.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Finance	Jagannath University	CGPA:2.70 out of 4.00	2022	02 years
BBA	Accounting & Finance	American International University-Bangladesh (AIUB)	CGPA:3.35 out of 4.00	2016	4 years
HSC	Business Studies	Brahman Baria Govt. College	CGPA:4.40 out of 5.00	2011	-
SSC	Business Studies	Annada Govt. High School, B.Baria.	CGPA:5.00 out of 5.00	2009	-

Specialization & Skills:

- Adept in Microsoft Office Programs:
 - Excel
 - Microsoft Visio
 - PowerPoint
 - Word.
- Good in Leadership & communication & maintain good relationship to all.
- Work well under pressure.
- Hard worker, quick learner & ability to assume responsibility.
- Effective communication written, oral & through presentation.

Language Proficiency:

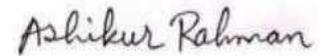
Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High

Personal Details :

Father's Name : MD.Anwarul Hossain
Mother's Name : Rehana Parvin
Date of Birth : March 1, 1994
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 19941221310000257
Religion : Muslim
Permanent Address : Holding No:1022/1; College para; Brahmanbaria-3400.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Prof.Dr.MD.Faruque Hossain	MD.Mizanur Rahman (16873)
Organization	: American International University - Bangladesh	Deputy Commissioner`s Office, Brahmanbaria
Designation	: Professor, Department of Operations Management	Assistant Commissioner & Executive Magistrate
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Relation	: Academic	Relative



MD. Ashikur Rahman