



Md. Razib Hossain Rajj

📍 Zilla:- Magura

Upazilla:-Shalikha,Village:-Sharushuna.

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Personal Profile:

A self-motivated person with high integrity to work under pressure and all adverse situation who has successfully led a team. Had experiences with two organizations of more than 4 years which has sharpened capability and leadership skill. The cross-functional roles and handling ground troops is one of the core competencies which has been always praised by past and current organization. As an individual who is down-to-earth in personal life has explored life from the very beginning of student life and has been able to work at mid-level management.

Career Objective:

Intend to work in a challenging and competitive environment where sense of responsibility and commitment is appreciated, where dignity of work provides job satisfaction and the place of work provides potential avenues for learning, growing and achieving success in life and of the organization as well

Career Summary:

Developer site manager,Accounts & Fainance manager,Accounts Auditor,Operations Manager,Sales& Marketing Officers.

Specialization:

Operational Management,Problem Solving,Good Interpersonal Commiunication Skill,Heard Working and Multiple Working Process.

Employment History:

Total Year Of Experience: Nine Years Job Experience

Brunch Manager 01thFebruary 2023 to Continue (Pathao Courier Ltd.):

- Ability to review and analyze Profit and Loss statement
- Daily Management of Hub Specialist
- Partnering /Training with servicing stores GM's to ensure full understanding of HUB Process
- Handle various types of other technical duties relating to the work-flow process of refrigerants
- Any other duties that may become necessary from time to time
- Recruit, hire, train, motivate, and develop all support staff from dispatchers, to drivers
- Monitors and reviews service activity and makes adjustments to process & strategies as needed
- Ensures accurate and timely reporting and organized record keeping of performance measures, budgets, payroll, personnel

Head Of Operations 01thMay2022 to 31th January 2023 (Ticket seba.com):

- Formulate business strategy with others in the executive team
- Design policies that align with overall strategy
- Implement efficient processes and standards
- Coordinate customer service operations and find ways to ensure customer retention
- Ensure compliance with local and international laws (e.g. data protection)
- Oversee the implementation of technology solutions throughout the organization
- Manage contracts and relations with customers, vendors, partners and other stakeholders
- Evaluate risk and lead quality assurance efforts
- Oversee expenses and budgeting to help the organization optimize costs and benefits
- Mentor and motivate teams to achieve productivity and engagement
- Report on operational performance and suggest improvements

Accounts & Fainance Manager.21th February 2022 to 30thApril 2022.(Grace Cox Smart Hotel at Coxes Bazar):

- Daily Cash and bank Cheque Trunsection Control.
- Daily data entry and data analysis
- Monthly Salary Sheet Created
- Order basis cash culection with sheet create.
- Maintain,Update and monitor inventory record.
- Manage absenteeism,performance,payrolland other related issue.
- Maintaine month-end reports,shedules,payments and receipts.

Accounts Auditor. 20th January 2021 to 31th January 2022. (F&F Audit Firm, at Dhaka Mohakhali RSF Audit Department):

- Vouching on the provided project cost as reported in the statement
- Accuracy check on equity received declared from individual director
- Accuracy check of head wise project cost showing in the statement
- Pre operational and operational cost vouching and accuracy check
- Operational received check and confirm with recording & procedure
- Cash & Bank balance review and confirm with projected information
- Physical assets confirm with record of purchase or converted from others

Operations Manager. 22th February 2018 to 04th Jun 2020. (Deligram Technology Ltd.) a RahimAfrooz affiliated company:

- Coordinate To Warehouse Management, Logistics & Supply Chain Management, Purchase & Procurement Management And Business Development.
- Coordinate To Inventory Management which includes receiving inventories to dispatching to last mile delivery and also maintain the quality assurance
- Leading the Overseeing total fulfillment process which includes receiving day to day products of order, Quality Control, incorporating to back-end system, preparing the product ready to delivery with packaging
- Leading both Out-bound logistics team to receive the products from Vendors and In-bound logistics team to dispatch the products to customers end to end.
- Coordinate To Return Management which includes receiving products of return, follow up with Vendors and Customers.
- Assisting in procurement for instances relationship management with suppliers & vendors
- Vendor Visit and Problem Solving With New Product List and Price Updating.

Sales Officers. 1st June 2015 to 31 January, 2018. Pran-Rfl Group:

- Organizing sales and Market visits
- demonstrating and presenting products
- Brand Promotion
- establishing new business
- maintaining accurate records
- attending trade exhibitions, conferences and meetings
- reviewing sales performance
- negotiating contracts and packages
- aiming to achieve monthly or annual targets.
- Promotional prospects are excellent - progression can be into senior sales roles or into related employment areas such as marketing or management

Education Qualification:

Master of Business Administration (MBA)

- Institution Name : Gov't H.S.S Collage Magura
- Specialty : Management
- Grade : 2.77 (Out of 4:00)
- Passing Year :2017

Bachelor of Business Administration (BBA)

- Institution Name : Gov't H.S.S Collage Magura.
- Specialty : Management
- Grade : 2.75 (Out of 4:00)
- Passing Year :2016

Higher Secondary Certificate (HSC)

- Institution Name : Narikel Baria Degree Collage.
- Specialty : Business Studies
- Grade : 3.90 (Out of 5:00)
- Passing Year : 2012

Secondary School Certificate (SSC)

- Institution Name : Shorushuna High School
- Specialty : Business Studies
- Grade : 3.63 (Out of 5:00)
- Passing Year : 2010

Professional Qualification:

- Institution Name :Bangladesh Vocational Institute
- Specialty : MS Office Application
- Grade :A+
- Passing Year :From Jun 01/2011 to December 31/2011

Career and Application Information:

- Looking For Job :Top Level Job
- Available For :Full Time
- Preferred Job Category :General Management / Administration
- Preferred Area :Anywhere in Bangladesh
- Organization :Manufacturing Company,Bank and Non Bank Fainance Corporation,Group Of Organization, and Praivate Sector

Hobbies and Interests:

Playing cricket, Internet browsing & Social networking, Raiding bike etc.

References:

1.Mannaf Biswas

- Head of Operations
- Rahimafrooz(RSF)
- Tel: +88 01970 32 66 71
- Email:mannaf.biswas@yahoo.com

2.MD.Kazi Hasan Iqbal Murad

- Head of Logistics
- Address: Deligram Technology Ltd.
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- Tel: +88 01920 34 91 90
- Email: hasan.iqbal@deligram.com
- A Rahimafrooz affiliated company.



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