

MD. MUSHFIQUR RAHMAN

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Nikunja-02, Khilkhet, Dhaka-1229.



CAREER OBJECTIVE

Professional with strong analytical and problem-solving skills, seeking roles in the corporate Sector. Skilled in operations support, documentation, data management, and client coordination. Adaptable, detail-oriented, and committed to accuracy, efficiency, compliance and organizational growth.

WORK EXPERIENCE

OPPO BANGLADESH (Benli Electronic Enterprise Co. Ltd) | Dhaka, Bangladesh

Management Trainee Officer - Field Force Department, Operations (December, 2025 – Present)

- Monitor the performance of field representatives and prepare daily/weekly & monthly performance reports for senior management.
- Support nationwide field operations by tracking product availability, market coverage, and retail execution.
- Maintain updated records of shop lists, sales points, distributor inventory, and market feedback.
- Collaborate with Sales, Marketing, SCM, and Production teams to address field-level issues and ensure timely supply of fast-moving models.
- Prepare MIS dashboards and operational reports using Excel and other analysis tools.

Baseerah Islamic School

Coordinator (2024 – 2025)

- Monitor both Academic & Administrative sector

Grameen Communications|

Intern (13th March 2022 – 30th June 2022)

- Complete a project on Failover clustering by using VMware.
- Practical Learning
- Identify Problems
- Problem Analysis
- Troubleshooting

SKILLS

- Microsoft Excel (Advanced)
- Basic SQL
- Data Analysis & Visualization
- Client Relationship Management
- Risk Assessment
- Report Writing and Documentation
- Microsoft Office Suite (Word, PowerPoint, Outlook)
- Supply Chain & Logistics Coordination
- C++, Java, HTML, CSS, Bootstrap

EDUCATION

BSc. In CSE | 2022
Independent University, Bangladesh
Upper Second Class

HSC, Science | 2015
K.B. College, Mymensingh
First Class

SSC, Science | 2013
Mukul Niketan High School, Mymensingh
First Class

CERTIFICATIONS & TRAINING

- Completed Internship from Grameen Communications (2022)
- Introduction to Data Analysis using Microsoft Excel – Coursera (2023)
- Gain Safe River & Water Pollution Risk Management Certificate from – Dhaka University (2019)

ACADEMIC PROJECTS

- Line following Robot (LFR)
- Database software project (Based on MYSQL and PHP)
- Soccer BOT (Arduino based)
- Web Application project
- Sanitizing Gate (Simulation in Tinker CAD)

EXTRACURRICULAR ACTIVITIES

- Worked as volunteer in Red Crescent
- Member of Inter School Debate Club
- Participated in physics Olympiad (2014)
- Member of Inter IUB table tennis club
- Member of IEEE club
- Executive Member, Sports Club – Participated in organizing sports events, supported team coordination and promoted sportsmanship.

AWARDS & RECOGNITION

- Inter- School Cricket Champion.
- Inter School Chess Master Champion.
- Inter College Cricket Tournament Champion – Contributed to team success and championship victory in competition.

LANGUAGE PROFICIENCY

- Bangla – Fluent (Reading, Writing, Speaking, Listening)
- English – Fluent (Reading, Writing, Speaking, Listening)

REFERENCES

Mohammad Noor Nabi
Designation: Senior Lecturer
Institution: Independent University, Bangladesh.
E-mail: mnnabi@iub.edu.bd

