

Applied For: **IT Executive (Sylhet)**

Last Updated : **May 14, 2017**

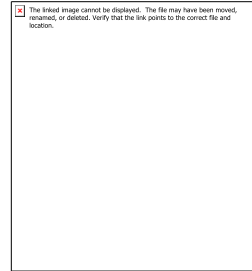
SHAH MOHAMMAD TANZIL ANSARI

Address: Shah Mohammad Tanzil Ansari, C/O: Tanjina Yesmin, 199 Elephant Road, 3rd Floor Dhaka-1205.

Home Phone: +8801717299969

Mobile : +8801740309866

email:shourav_bba@yahoo.com, tanzil.777.ta@gmail.com



Career Objective:

To face challenges using knowledge, perception and innovation to pursue long-term successful career in dynamic and professional environment of any organization through my aptitude, hard work, dedication and determination.

Special Qualification:

Have an excellent organizing ability.

Perfect team man and do not hesitate to work at any environment. Love to generate ideas and plans, and to manage events.

Self starter, self motivated, have ability to stress management.

Employment History:

Total Year of Experience : 2.3 Year(s)

1. Executive (January 16, 2017 - Continuing)

Akij Group

Company Location : Akij Corporate Office, Akij House, 198 Bir Uttam Shawkat Sarak (Gulshan-Tejgaon Link Road), Dhaka

Department: MIS (Management Information System)

Duties/Responsibilities:

1. Lean business systems and processes end to end.
2. Design new effective and efficient solutions to meet the business needs.
3. Elicit Business requirements from process owner.
4. Develop functional specifications and work with development during the coding process.
5. Test system functionality.
6. Create and maintain reference, support, training & requirements documentation.

2. Executive-Business Analysis & Marketing (August 1, 2015 - October 31, 2015)

Arobil Ltd & Shurela.com

Company Location : Shurela Ltd. Level-6 (East), 20/21, Garden Road, Karwanbazar, Dhaka-1215

Department: Marketing & Business Development

Duties/Responsibilities:

1. Analyzing and model the business domain to create a complete picture of workflows and technical requirements fulfilled on paper wise and proposed software.
2. Defining the business problem and primary objectives of new projects. Identify and validate the key business requirements.
3. Eliciting, translating and simplifying requirements.
4. Lead cross-functional business process re-engineering teams and continuous improvement efforts.
5. Evaluating potentiality of the project, including off-the-shelf and existing competitor, and design the business architecture to ensure that meet the market requirements.
6. Implementing problem-solving methods in a global setting.
7. Understanding the various business modeling techniques and methods.
8. Creating functional requirements in use cases. Coordinate requirements walk-through and sign-offs, verifying with user representatives/stakeholders that use cases and process models accurately portray specific business needs.
9. The ability to conduct cost/benefit analysis.

3. **Management Trainee (March 27, 2013 - August 15, 2013)**

PRAN-RFL Group

Company Location : Dhaka

Department: Business Operation

Duties / Responsibilities:

1. Specialist in performance improvement with forecast, planning, execution, result driven for business growth and able to take quick correct decision as required respect to time and situation.
2. To collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of Service Lines of the Company.
3. To be responsible for overall business development, office management, planning and internal control over relevant issues.
4. To strive for managerial and operational excellence through total quality management and continuous improvement initiatives for overall business success.
5. To spearhead the development, Communication and implementation of effective growth strategies and processes.
6. To lead and coordinate a high performance team through cultivating skills and increased awareness of business needs.
7. To manage individuals and business performances from setting objectives to measuring outcomes to achieve organizational success.
8. To ensure safeguard of intellectual properties, improve portfolio through maximum level of client satisfaction.

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas. Year	Duration	Achievement
MBA	Marketing	Shahjalal University of Science & Technology	CGPA: 3.4 out of 4	2013	One year	Degree Awarded
BBA	Marketing	Shahjalal University of Science & Technology	CGPA: 3.27 out of 4	2011	Four Years	Degree Awarded
Diploma in Human Resource Management (HRM)	Human Resource Management	Alison.com [Foreign Institute]	Enrolled	2017	1 Year	-
HSC	Humanities	Hazi Asmat College, Bhairab.	CGPA: 3.8 out of 5	2005	Two Years	Degree Awarded
SSC	Humanities	Bhairab K.B. Pilot	CGPA: 3.31 out of 5	2003	Two Years	Degree Awarded

		High School, Bhairab.				
--	--	-----------------------	--	--	--	--

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Training on Effective Business Communication	Business Communication	Online Education Management System	Bangladesh	Dhaka	2016	3 hours
Training on Marketing Information System (MKIS)	Marketing Information System (MKIS)	Online Education Management System	Bangladesh	Dhaka	2016	3 hours
Training on Introduction to Cyber Security	Introduction to Cyber Security	Online Education Management System	Bangladesh	Dhaka	2016	3 hours
Leadership Exploration	Leadership	Bangladesh Youth Leadership Center (BYLC)	Bangladesh	Dhaka	2012	Three Days

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 20,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: United Kingdom, United States, United Arab Emirates
Preferred Organization Types	: Banks, Telecommunication, University, Public Relation Companies, Market Research Firms, Real Estate

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Business Development Brand Promotion Customer Support/ Client Service IT & Software Marketing Market Research Relationship Marketing 	<p>Completing Diploma in Computer Application (DCA), Center for Research, Testing and Consultancy (CRTC), Under the Dept. of C.S.E, SUST.</p> <p>Expert in Microsoft Office packages.</p> <p>Excellent in speaking and Writing Bangle.</p> <p>Fluent in speaking and very good in writing and listening in English.</p>

Extra Curricular Activities:

Former member of KIN (A voluntary organization) in SUST Former member of SUDS (Debating Society) in SUST Former member of SUSC (Shahjalal University Speakers` Club) Former member of SUCC (Shahjalal University Career Club)

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High

Personal Details :

Father's Name : Ali Akbar Shah
Mother's Name : Nadira Ansari
Date of Birth : November 7, 1988
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Shah Mohammad Tanzil Ansari C/O: Ali Akbar Shah, Village: East
Permanent Address : Chandragram, (Near Maleka School), P.O+P.S: Bajitpur, Postal Code:2336,
District: Kishoregonj.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Syed Towfiq Mahmood Hasan	Professor Dr. Md. Nazrul Islam
Organization	: Shahjalal University of Science and Technology	Shahjalal University of Science and Technology
Designation	: Assistant Professor Department of Business Administration	Dean and Head Department of Business Administration
Address	: Shahjalal University of Science and Technology, Sylhet-3114.	Shahjalal University of Science and Technology, Sylhet-3114.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01715018035	01712817424
EMail	: towfiqjeny@yahoo.com	dnislam69@yahoo.com
Relation	: Academic	Academic