

## Md. Abdur Razzak

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House-74/C (1<sup>st</sup> floor front), Road # 14  
Kallayanpur, Mirpur, Dhaka-1207, Bangladesh

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Email: razdu2003@gmail.com  
Website: www.raz99.com



### Career Summary:

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A professional pre-sales, back office support, office management, administration & documentation, with 8+ years experience in the multinational companies. Highly proficient in specially Microsoft Excel & all of the standard office desktop software, ERP applications and design programs, excellent inter-personal, phone and digital communication skills.

### Experience Summary:

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- **Assistant Manager, Business Development** August-2013 to date  
RANKS ITT LTD. (a sister concern of RANGS group), Dhaka, Bangladesh
- **Documentation Officer** March-2007 to May-2013  
LM ERICSSON BANGLADESH LTD. Dhaka, Bangladesh
- **Documentation Specialist** December-2005 to March-2007  
HUAWEI TECHNOLOGIES (BANGLADESH) LTD. Dhaka, Bangladesh

### Education:

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- **MBA** (Master of Business Administration) Year of Passing: 2012  
Finance, American International University-Bangladesh (AIUB)
- **MSS** (Master of Social Science) Year of Passing: 2007  
Political Science, University of Dhaka
- **BSS Honours** (Bachelor of Social Science) Year of Passing: 2005  
Political Science, University of Dhaka
- **HSC** (Higher Secondary Certificate) Year of Passing: 1999  
Humanities, New Govt Degree College, Rajshahi
- **SSC** (School Secondary Certificate) Year of Passing: 1997  
Social Science, Shahid Mamun Mahmud High School, Rajshahi

### Seminars/Training Attended

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- **GSM System Survey** (5 days training- September, 2008)  
Organized by LM Ericsson Bangladesh Ltd. Dhaka, Bangladesh.
- **Presentation on Cash Flow** (1 day training- September, 2008)  
Organized by LM Ericsson Bangladesh Ltd. Dhaka, Bangladesh
- **Planning and Documentation** (3 days training- January, 2006)  
Organized by Huawei Technologies (Bangladesh) Ltd. Dhaka, Bangladesh.
- **Vendor Management** (7 days training-February, 2006)  
Organized by Huawei Technologies (Bangladesh) Ltd. Dhaka, Bangladesh
- **Integrated Education for the Blind** (3 days training- July, 2005)  
Organized by Centre for Differently Abled (CDA), Saver Dhaka

### Employment History

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- **Assistant Manager, Business Development** August, 2013- to date  
RANKS ITT LTD, (a sister concern of RANGS group) DHAKA, BANGLADESH
  - To assist with Business Development opportunities
  - Developing and generating the sales and related reports for analysis

## **Md. Abdur Razzak**

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- Collect, extract, compile, and report huge volume of data.
- Maintain an accurate and current database
- Communicate customer requirements and competitor analysis
- Identify and develop sources of potential clients
- Ensure reporting with accurate figures and numbers monthly/quarterly/yearly with relevant comparison
- Collect and update market information thru trade journals, industry magazines, internet, websites, networkings and related agencies like BTRC/GP/BL/ISP etc.
- Support the sales team answering public & private organization's tenders
- Responsible for the management of the data related to the databases and tools supporting the tender process.
- Responsible for the continuous monitoring of the tender submission process such as the format, timing, completeness, consistency and compliance with overall requirements:
- Maintain Govt e-Procurement e-tendering account and make arrangement to participate e-tender.
- Create a database for tracking tenders, collateral, success and failed status
- Soft and hard archiving of the tender, including internal deliverables, internal and external correspondence

### **Documentation officer,**

**March, 2007- May 2013**

**LM ERICSSON BANGLADESH LTD, DHAKA, BANGLADESH**

- Managing and maintaining all project works related documentation.
- Handling with external Sub contractors, service providers & suppliers.
- Ensure all project documents are given update into the Global Server Tracker, SAP, Eridoc & site handler within time.
- To issue MBC (Payment for SP's-Service Providers) collected from different SP's & inner dept. according to agreed terms & condition throughout PO (purchase order) & LOI and issue MBC to SP after approval & finance clearance.
- Prepared weekly progress reports and forwarded it to the customer and management.
- To submit and collect all kinds of Provisional Acceptance Certificate (PAC) & Final Acceptance certificate (FAC) from the Client for invoice.
- Regular liaise field level participants agencies, partners and deploy as representatives of project to implement. In critical situation analysis and provide solution to consult with project manager and relevant project staff.
- Keep regular field activity report and review, verify and reconcile variety of data and reports ensuring accuracy and conformance with administrative rules and regulations.
- Facilitate external monitoring and evaluation team and provide all the monitoring data on time;
- Monitor field activities on a regular basis in order to ensure proper implementation of project activities.
- Project progress presentation at Co-management Committee and other coordination meeting.
- Prepare Monthly, Quarterly and Yearly work plan & budget accomplish the project activities.

### **Documentation Specialist**

**December, 2005- March, 2007**

**HUAWEI TECHNOLOGIES LTD, DHAKA, BANGLADESH**

- Responsible for Project Documentation work.
- Capable for understanding & analyzing scope management & Time management.
- To make good understanding capability with Client, Subcontractors & suppliers.
- Uploading all project related information to EPMS (Engineering Project management system).
- To keep & update the project progress as well as project portfolio.
- Prepared weekly progress reports and forwarded it to the customer and management.
- Project Office Administration and all office equipment logistic support.

### **Computer Literacy:**

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- Microsoft Office 2003, 2007 & 2010 (Word, Excel, Outlook, PowerPoint & Access), Adobe (Professional, Photoshop & Illustrator). Microsoft Visio.
- Web development: HTML, CSS, PHP, MySQL & CMS Drupal (my work: [www.raz99.com](http://www.raz99.com), [www.infinitycons.com](http://www.infinitycons.com), [www.nibcogroup.com](http://www.nibcogroup.com), [www.sarbs.net](http://www.sarbs.net), [www.studiopanamabd.com](http://www.studiopanamabd.com))
- Familiar with Windows 98/2000/XP/Vista/win 7 & 8.
- E-mail and Internet operations.
- Typing speed-English-70 words/minute & Bangla-35 words/minute.

### **Extra Curricular Activities:**

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- Former reporter (as a contributor) in The Daily Manabzamin and The Daily Amardesh" 2003-05
- SWOT (Strength, Weakness, Opportunities & Threats) Analysis Programme on field level NGOs

# Md. Abdur Razzak

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- I had been involved in the Social Development Organization named Centre for Disability in Development (Integrated Education for the Blind)
- I had been involved in the BADHON (a blood donor agency)

## Personal Information:

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Father's Name : Md. Abdur Rhaman (Late)  
Mother's Name : Mst. Delwara Begum  
Permanent Address : Boro pansia, Pirgachha, Rangpur-5450  
Date of Birth : 5<sup>th</sup> July, 1981  
Nationality : Bangladeshi (by birth)  
Religion : Islam  
Marital Status : Married  
Gender : Male  
National ID Number : 8517376905996  
Passport number : AC 3102479

## References:

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### 1. Ahsan Habib

Program Manager  
LM Ericsson Bangladesh Ltd, Grand Delvistaa  
(L-3), Road # 113, Dhaka-1212  
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E-mail: ahsan.habib@ericsson.com

### 3. Sufia Sultana

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### 2. Mahafuza Rahman

Assistant Engineer  
Roads & Highways Department  
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