**Tanvir Alam Chowdhury**

**Address**: Musaffah, Abu Dhabi, UAE

**Contact**: +971528569614 | **Email**: saiamchy68@gmail.com

**CUSTOMER SERVICE | SALES | PURCHASE | STOREKEEPER |**

**Professional Synopsis**: Gained extensive skills in creating a win-win relationship with customers, coupled with proven acumen in taking sales order. Sound networking & interpersonal skills with the skill to interact with people from diverse backgrounds and build lasting relationships.I have expert knowledge of the selling process and I fully recognise the human and emotional aspects of buying and selling. I possess strong social skills that enable me to be a strong relationship builder with clients, colleagues and third-party stakeholders.

**Key Skills**

* Customer Service
* Storekeeper
* Sales
* Purchase
* Reporting & Documentation

**PROFESSIONAL SNAPSHOT**

* Armed with a clear understanding of the market, with the ability and tact to work on innovative administrative solutions.
* Excellent abilities in preparing Letters, memos in English as well as preparing and sending formal fax along with knowledge in managing routine office management activities
* Skilled in building lasting relationships; maintaining amicable employee relations and resolving administrative issues with professional ease to achieve organizational objectives
* Inquisitive & analytical mind, creative thinking, excellent organizational skills, flexible & detail oriented attitude combined with strong analytical & information analysis skills
* Excellent abilities in present, promote and sell products/services using solid arguments to existing and prospective customers.
* Self-motivated and goal-oriented with a high degree of flexibility, creativity, commitment and optimism.
* Skilled in establish, develop and maintain positive business and customer relationships, reach out to customer leads through cold calling, expedite the resolution of customer problems and complaints to maximize satisfaction
* Skilled in take delivery of all incoming materials and reconcile with purchase orders, track, document, and resolve any discrepancies on received orders
* Excellent abilities in ensure accuracy of the facility’s inventory system by updating records of physical inventory totals, receipts, adjustments, and returns, manage inventory/supplies and ensure they are within the established minimum and maximum levels, keep up-to-date records of receipts, records, and withdrawals from the stockroom.
* Great abilities in develop, lead and execute purchasing strategies, track and report key functional metrics to reduce expenses and improve effectiveness, craft negotiation strategies and close deals with optimal terms, partner with stakeholders to ensure clear requirements documentation, forecast price and market trends to identify changes of balance in buyer-supplier power, perform cost and scenario analysis, and benchmarking, assess, manage and mitigate risks, seek and partner with reliable vendors and suppliers determine quantity and timing of deliveries,monitor and forecast upcoming levels of demand.

**EDUCATION CREDENTIALS**

**Bachelor of Business Studies (B.B.S.):**

**Institution : National University of Bangladesh.**

**Major : Business Studies**

**Result : CGPA 2.81 out of 4.00)**

**Passing year : 2018**

**Higher Secondary Certificate (H.S.C):**

**Institution : K.C. Shahid Ziaur Rahman College**

**Major : Business Studies**

**Result : GPA 1.90**

**Passing year : 2014**

**Secondary School Certificate (S.S.C.):**

**Institution : Panchlaish High Sch.**

**Major : Business Studies**

**Result : GPA 3.13**

**Passing year : 2011**

**CAREER TRACK**

SINCE 14th  October 2022 ONWARDS: FUTURE FOODSTUFF TRADING CO. L.L.C.

*As Sales man, Assistant Storekeeper*

Worked as a Administrative officer at The Ritzy Apparels Limited from 1st August 2018 to 30th July 2021.

**LANGUAGE PROFICENY**

* Excellent in Reading, Writing, and fluent speaking in English.
* Fluent speaking in Urdu.
* Fluent speaking Arabic

**TRAININGS**

* Planning for higher offices management, organizing and tracking with excellence.
* Financial performance Analysis of Hatil Complex Ltd.
* A study on Retail Banking Products of Trust Bank Limited.

**PERSONAL DETAILS**

**Name :** Tanvir Alam Chowdhury

**Father Name :** Md. Fazlul Alam Chowdhury

**Mother Name :** Mrs. Nahida Afroza

**Nationality :** Bangladesh

**Date of Birth** : 24th July 1995

**Religion** : Islam

**Marital Status** : Unmarried

**Blood Group** : A+

**Gendar** : Male

**Visa Status** : Employment

**ACKNOWLEDGEMENT**

I honourably declared that the above information submitted by me is correct based on my knowledge. I have not concealed any information.

, Store Management, Material Management, Cross Functional Coordination, Relationship Management, Management Reporting

Tanvir Alam Chowdhury