

## Profile of Md. Abdur Razzak

DOB: 5 July 1981

Mailing Address: Zonaki Nibash (4th floor right), House # 280/3,  
Road 1, Block A, South Paikpara Mirpur, Dhaka-1216, Bangladesh  
Email: razdu2003@gmail.com  
Cellular: +88 01716609475  
LinkedIn: <https://www.linkedin.com/in/md-abdur-razzak-9041297/>  
Website: <https://www.raz99.com>



### Core Competencies:

---

- Colourful experience of 13 years in the IT and Telecommunication sectors
- 6 years' experience of bid management and business development
- e-GP ([www.eprocure.gov.bd](http://www.eprocure.gov.bd)) tender specialist
- Data mining and analytics
- Annual Budgeting and Planning
- Developing dynamic PowerPoint presentations
- Knowledge of advanced features of MS Excel

### Present Job:

---

**Ranks ITT Ltd (a concern of RANCON group), Dhaka Bangladesh**  
Assistant Manager, Business Development

**October 2015 – date**

Senior Executive, Business Development -

**August 2013 – September 2015**

#### Job Accomplishments:

- Introduced Ranks ITT at the e-GP system [www.eprocure.gov.bd](http://www.eprocure.gov.bd) system.
- Registered Ranks ITT at many organization's e-tender systems i.e. Banks, UNs and NGOs
- Made the company enlisted for more than 60 new organizations.
- Delivered to support the sales team over half a decade in answering almost 50 public & private organization's tenders and develop the tender submission internal process.
- Delivered to support the sales team over half a decade in answering almost 100 RFQs/RFPs/Projects.
- Contributing the company revenue more than 20 crores over the last 6 years.
- Developed business data through critical analysis, collected from multiple sources to settle systematic conflicts.
- Prepared annual budget successfully through historical data analysis and potential business prospects.
- Prepared and delivered quarterly Board Meeting presentation collaboration with the head of the departments for the last two years

### Past Job History:

---

**LM Ericsson Bangladesh Ltd, Dhaka Bangladesh**

**March 2007 – May 2013**

Documentation Officer, Network Development and Integration

#### Job Accomplishments:

- Managed and maintained 3 different projects (Airtel, Robi, Banglalink) work-related documentation successfully over the six years.
- Griped with external about 30 subcontractors, service providers and suppliers.
- Successfully worked with Installation Engineering team preparing about 100 SDD-Site design Documents
- Ensured all project documents are successfully updated into the Global Server Tracker, SAP, Eridoc & site handler within time.
- Negotiated with the customer for approval of PAC/FAC documentation as per agreed terms and conditions through Contract Agreement
- Worked with the transmission team and taking care of overall LOS survey for the ROBI project.
- Maintained overall Billing / MBC process according to Ericsson standard.

**Huawei Technologies Ltd, Dhaka Bangladesh**  
Documentation Specialist, Turnkey Project

**December 2005 – March 2007**

**Job Accomplishments:**

- Delivered successfully the CityCell Project Documentation work Phase 1, 2 and 3.
- Prepayment actives of Client, Subcontractors and suppliers are successfully done.
- Uploaded all project related information to EPMS (Engineering Project management system).

**Education:**

---

- MBA (Master of Business Administration) - 2012  
Finance, American International University-Bangladesh (AIUB)
- MSS (Master of Social Science) -2007  
Political Science, University of Dhaka
- BSS Honours (Bachelor of Social Science) -2005  
Political Science, University of Dhaka

**Training:**

---

- e-GP Tenderer Training (day-long training- December 2018), Organized by Central Procurement Technical Unit (CPTU)
- Skill Development for Mobile Games and Application (3 months training- September 2018)  
Organized by ICT Ministry of Bangladesh Government.
- GSM System Survey (5 days training- September 2008), Organized by LM Ericsson Bangladesh Ltd.
- Integrated Education for the Blind, (3 days training- July 2005), Organized by Centre for Differently Abled (CDA)

**Language Skills:**

---

- Bangla – Native • English – Fluent • Hindi – Conversational • Urdu – Understanding

**Computer Skills:**

---

- Microsoft Office, Adobe Acrobat Professional, Google Drive, Google Sheets
- Excel: pivot tables, comparative analyses, link to database, macros, sensitivity tables and vlookups
- PowerPoint: Prezi like presentation using office 365, tools-transition, morph, zoom
- Email: mail merge, filters, folders, meeting request and rules
- Web development: HTML5, CSS3, jQuery, Bootstrap 3 & 4, CodeIgniter, php MySQL, Pyro CMS and Drupal 7/8

**Extra-Curricular Activities:**

---

- Freelancing as a front-end web developer and designer
- Microsoft excel Trainer
- Member of BADHON (a blood donor agency)
- Involved in the Social Development Organization named Centre for Disability in Development (Integrated Education for the Blind)
- Former reporter (as a contributor) in The Daily Manabzamin and The Daily Amardesh” 2003-05

**Hobbies and Interest:**

---

- Computing: creating and designing websites • Walking • Watching cricket • Watching Sci-Fi movie



---

Md. Abdur Razzak