

# Zamil Hasan Lasker

Mobile: (973) 34588749/35140102

Email: zamil\_hlasker@yahoo.com

Skype: pantha.hasan

LinkedIn: Zamil Lasker



Seeking for a challenging position for career advancement and where my knowledge and skills will be enhanced, appreciated and my experiences can be utilized in the perspective development of the Industry.

## ACADEMIC QUALIFICATIONS

**MBA in Marketing (2015)** Anglia Ruskin University, UK

Grade achieved: PASS

**PGD in Marketing (2012)** University of Wales, UK

Grade achieved: PASS

**Pre-Masters Business Studies (2010)** Kensington College of Business, UK

Grade achieved: PASS

**Master's in social science (2008)** Jahangirnagar University, Dhaka, Bangladesh

Grade achieved: 3.20 (4)

**Bachelor's in social science (Hons 2007)** Jahangirnagar University, Dhaka, Bangladesh

Grade achieved: 3.36(4)

**Higher School Certificate (2003)** Rifles Public College, Dhaka, Bangladesh

Grade achieved: 3.6(5)

## PROFESSIONAL EXPERIENCES

🚩 **Executive, Supply Chain Division (Sec-B): February 2017- September 2018**

**Foreign Procurement, Press & Media, Bashundhara Group**

- Product resourcing, Negotiations, Pro forma invoice collection to process.
- LC processing until draft to transmit it.
- Shipment clearing through C & F, arrange transport for delivery goods.
- Relationship establishment with new vendors, negotiate and collect new offers.
- Prepare comparative statement, fund approval and purchase order.

**🚩 Manager (Admin support and Account): March 2013 – November 2016**  
**Taj Mahal, Crawley, West Sussex, UK**

- Product costing maintenance
- Develop promotional offers
- Generating marketing policies
- Increase social networking
- Follow up the team members
- Daily account updates
- Reporting to management for
- Receivables and Payables
- Maintains bills to suppliers & utilities providers
- Attending letters and emails
- Maintain staffs wages sheet
- Monitoring financial statements
- Monitoring staffs time-casual

**🚩 Asst. Manager: August 2011 - March 2013**  
**Royal Spice (Authentic Indian Restaurant), Burgess Hill, UK**

**🚩 Floor supervisor, November 2010 - August 2011**  
**Mayfair Tandoori Ltd. Green Park, London, UK**

**TRAINING & CERITFICATIONS**

- 🚩 Workshop attended on “Banking, L/C, Customs & Shipping Procedures of Export Import Business”, April 2018**  
Institute of Professional Development Programs (IPDP)
- 🚩 Officer Trainee, Customer Relationship Management (CRM), April’10-June’10**  
Ranks Telecom Ltd, RANGS GROUP, Dhaka, Bangladesh
- 🚩 Diploma in Food & Beverage (2009)** National Hotel & Tourism Training Institution, Dhaka.
- 🚩 Trainee Food & Beverage service, May 2009 - June 2009**  
Washington Hotel, Gulshan-1, Dhaka, Bangladesh

**SKILLS**

**Computer Skills      Proficiency Level**

- 🚩 MS Office      Advanced
- 🚩 SAP      Intermediate
- 🚩 Adobe Photoshop      Intermediate
- 🚩 Adobe Illustrator      Intermediate
- 🚩 Web Design      Beginner

**Language Skills      Proficiency Level**

- 🚩 Bangla      Native
- 🚩 English      Expert
- 🚩 Hindi      Moderate

## EXTRA-CURRICULAR ACTIVITIES

- ✚ Worked with Dhaka University photography society (DUPS)
- ✚ Experienced in graphic design basic course with Democracy Watch Bangladesh
- ✚ Worked with web design in Institution of Information and Technology, Jahangirnagar University

## PERSONAL ABILITIES & STRENGTHS

### Abilities

- ✚ Always present to coordinate and assist people
- ✚ Plan always to serve best with better coordination with colleagues
- ✚ Always finding alternatives and their solutions to reduce work issue

### Strengths

- ✚ Work with positive attitude to contribute the healthy functioning of the organization
- ✚ Self-confident and Great Patience
- ✚ Willingness to learn.
- ✚ Adaptability to change environment

## INTEREST

- ✚ Reading
- ✚ Travelling
- ✚ Music
- ✚ Sports

## PERSONAL INFORMATION

- ✚ **DOB:** 5th October 1985
- ✚ **Nationality:** Bangladeshi
- ✚ **Religion:** Islam
- ✚ **Countries Visited:** Europe, Bangladesh, and Bahrain

## REFERENCE

**Md. MUSFIQUR RAHMAN**  
Head of Supply Chain Division & In-charge,  
Foreign Business Development  
Bashundhara Group, Dhaka1229  
Mobile: +8801975559988  
Email: musfiq.faysal@gmail.com