





# Shahanaj Pervin

Assistant Project Manager || Business Analyst || Customer Service Executive



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## Profile

Skilled Project Manager and Business Analyst professional with 6 years of successful management and leadership experience. Passionate about creating organizational success and bettering brand reputation through managing projects and serving customers in a truly memorable way.

## Experience

2019 - 2021

**Liz Fashion Industry Ltd** (<https://lizfashion.com/>)  
**Assistant Project Manager, ERP**

**Accomplished Projects:**  
**Project 1: Sales Module**  
Areas: Master Data, Product, Reporting  
**Project 2: Procurement Module**  
Areas: Quality Assurance, Quality Control, Reporting  
**Project 3: Bill of Material and Routing Module**  
Areas: Quality Assurance, Quality Control, Reporting  
**Project 4: Material Requirement Planning Module**  
Areas: Item code implementation, Stock Transactions, ASN, GDN, GRN, MR, Reporting  
**Used Tools:** Datatex NOW ERP, BPMN, Microsoft Excel, Microsoft PowerPoint, Gantt Chart, Zoho Sprint, Zoho Desk, Db2  
**Being an Assistant Project Manager my responsibilities were:**

- Managing Projects To-Do list in Zoho Sprint.
- Preparing project plans
- Meeting with project responsible person and management
- Delegating project To-Do list to project team members
- Train project members on certain points as required
- Updating project files based on progress
- Reporting to Management about the project progress.
- Providing support to project members as liaison of management
- Data analysis as required by Management
- Presenting reports on data analysis to Management

2015 - 2018

**Liz Fashion Industry Ltd** (<https://lizfashion.com/>)  
**Business Analyst, ERP**

**Accomplished Projects:**  
**Project 1: Production Module**  
Areas: Planning, Scheduling, Reporting  
**Project 2: Quality Module**  
Areas: Quality Assurance, Quality Control, Reporting  
**Project 3: Product Development Module**  
Areas: Quality Assurance, Quality Control, Reporting  
**Project 4: Inventory Management Module**  
Areas: Item code implementation, Stock Transactions, ASN, GDN, GRN, MR, Reporting  
**Used Tools:** Inhouse Developed ERP system, Microsoft visio, Microsoft Excel, Microsoft PowerPoint, MySQL  
**Responsibilities:**

- Current Business Process and Document Analysis
- Problem identification from current process and Documents
- Analyzing the root cause of the problems
- Proposing all possible solutions against problems
- Select the best solutions and design the standard business process
- Distributing the responsibilities to all involved persons
- Enlisting the business requirements and system requirements
- Designing the system Interface
- Preparing the system requirements for system developer
- Configuring the system as requirements
- Testing the system
- Preparing the system manual for users
- User training and support
- Report Designing
- Preparing the analysis report for Management

2010 - 2015

**Bachelor of Science (B.Sc.) in Industrial Engineering and Management**  
Khulna University of Engineering & Technology (KUET), Khulna, Bangladesh  
Result: 3.35 in a scale of 4.00

2008 – 2010

**Higher Secondary Certificate Examination -2010**  
Feni Govt. College, Feni  
Result: 5.00 in a scale of 5.00

2006 – 2008

**Secondary School Certificate Examination -2008**  
Chhagalnaiya Pilot Girl’s High School, Feni  
Result: 5.00 in a scale of 5.00



## Skills

- Technical**
  - Microsoft office5\*
  - MySQL3\*
  - IBM DB23\*
  - ERP4\*
  - BPMN4\*
  - Microsoft visio5\*
  - Tibco Jasper Report3\*
- Professional**
  - Project Management4\*
  - Presentation4\*
  - Communication5\*
  - Leadership4\*
- Personal**
  - Quick Learner4\*
  - Logical Thinker4\*
  - Detail oriented4\*
  - Problem solver4\*
  - Team player4\*

## Language

- English**Fluent
- Bangla**Native Language
- Hindi**Intermediate



## Training

-  Datatex NOW ERP  
(<https://datatex.com/>)
-  Control your ERP destiny

## Special opportunity in Job Career

- Technology implementation in business process, which develops me as a great competitor in the generation of Digital Transformation.
- Work with foreign specialist (Canada, Brazil, China, Turkey)

## References

- Bulbul Ahmed**  
Ex - Sr. Manager, ERP & MIS  
LDC Group | Liz Fashion Industry Ltd.  
 [linkedin.com/in/ipebulbul/](https://www.linkedin.com/in/ipebulbul/)
- Dean Sam 岑志祥**  
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## Hobbies

