



# Curriculum Vitae of Asif Anwar

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## Career Objective

Gain utmost competence in the **Field of International Business, E-Commerce, International Development, and/or SME Development** through enthusiasm, hardworking mentality, ethics, sincerity, and brilliance. Moreover, serve for the welfare of the society through the assigned responsibility.

## Quick Profile & Key Qualifications

**BBA Graduate** (Khulna University, Bangladesh), **Notre-Damian**, and **Primary education** in the **USA**;  
**Fluent speaking & excellent writing** capability in **English** and strong **global corresponding** capability;  
**Excellent computer literacy** in basic & business applications, SQL operations, hardware & networking, IT related tasks, MIS, and E-commerce;

Capable of forming strategies to **pinpoint and collect information about** specific/target groups, **importers**, customers, and clients from any available media;

**Quick learner** and capable of working with **minimum supervision**, strong **adaptability** power in changing environment, multi-tasking capability, and **innovative & inventive**;

**Strong global sense**, sound analytical competency, people oriented, and high need for achievement.

## Professional Experience

**March 2004 – Now:** Trade & Investment Facilitator, **GTN Bangladesh, SRG Bangladesh Limited**

Working for **USAID-funded B2B trade-portal Global Trade & Technology Network (GTN)** [[www.usgtn.net](http://www.usgtn.net)] as a **Research Officer** in Survey Research Group Bangladesh Limited (**SRGB**) [[www.srgb.org](http://www.srgb.org)]. Duties: Provide *Executive Administrative Service* for both international and local customers, suppliers, and investors in the GTN platform. (*Refer to item #2A inside for details*)

**May 2003 – February 2004:** Executive Manager, **OneWorld**, Dhaka, Bangladesh

Duties: **Marketing** (Promotional activities, tele-marketing, e-mail marketing, database management), **Customer Relation**, **MIS** (Networking maintenance, troubleshooting, operating and maintaining SQL database). (10 months). (*Refer to item #2B inside for details*)

[www.asifanwar.7p.com](http://www.asifanwar.7p.com)

*Please scroll through the next pages to view details*

## 1. Educational Information

Certificate	Institution	Passing Year	Major/Group	Division or GPA
BBA	Khulna University, Khulna, Bangladesh	2002	Business Administration	GPA 2.88
HSC	Notre Dame College, Dhaka, Bangladesh	1997	Science	First Division
SSC	Badshah Faisal Institute, Dhaka, Bangladesh	1994	Science	First Division

### Special Primary-level Education:

**Robert E. Lee Elementary School**, 1208 Locust Street, Columbia, Missouri-65201, USA.  
Tel. 1(573) 214-3530, Email : mgibson@columbia.k12.mo.us, Era: Principal R. L. Schlumie.

## 2. Professional Experience

### A. March 2004 to date: Trade & Investment Facilitator, GTN Bangladesh, SRG Bangladesh Ltd.

Global Trade & Technology Network (GTN) is a **USAID-funded B2B trade portal** ([http://www.usaid.gov/our\\_work/economic\\_growth\\_and\\_trade/tech-transfer/gtn.htm](http://www.usaid.gov/our_work/economic_growth_and_trade/tech-transfer/gtn.htm)), where various international customers and suppliers meet and find their appropriate match or opportunity. This trade portal is locally managed by Survey Research Group of Bangladesh (**SRGB**) through a sub-contract with **International Business Linkage, Inc.** of Washington D.C., USA. The program is referred by World Trade Organization (WTO). Please refer to [www.usgtn.net](http://www.usgtn.net) (Original) or [www.gtninbd.cjb.net](http://www.gtninbd.cjb.net) (Self-created Bangla briefing) for details.

#### Major Responsibilities

**Administrative Activities:** Register and approve companies under the program; administer and control the approval procedures for submission of Buy/Sell/Invest leads.

**Corresponding Activities:** Prepare monthly report for the Washington D.C. Office; investigate registration-requesting company; perform follow up activities through available media (postal mail, email, fax, phone, SMS, etc.); promotional activity through targeted bulk emailing\*; prepare, circulate, and publish electronic newsletters & bulletins\*; conducting trade consulting activities\*; maintain communication network with Chambers of Commerce & Industries, governmental trade bodies (BoI, EPB, Customs office), trade unions & associations, and other related public & private sector organizations.

**Event Management:** Arrange & manage presentations, seminars, workshops, discussion meetings and facilitate companies with multi-support activities during the arrangement.

**Database Management:** Managing the online ASP database of the portal for Bangladesh; create & maintain database of local & international clients\*; use database management software for total corresponding solution\*, use effective web search tools & technique and other portals to collect information of local & international companies\*.

### B. May 2003 to February 2004 (10 months): Executive Manager, OneWorld, Dhaka, Bangladesh

OneWorld is an Education Resource Center that provides facilities of library, bookstore, student resources, and internet. The concern also provides educational services like- online/remote admission consultation, e-learning & distant-learning facilitation, overseas admission counseling, private tuition, training for research and other professionals.

#### Major Responsibilities

**Marketing:** Promotion, Selling & Distribution, Tele-marketing, Email-marketing\*.

**Customer Relation:** Customer Consulting, Overseas Customer Consulting, Decision Making in Special Situations, General Documentation, Maintaining Database\*.

**MIS:** Maintenance & troubleshooting of Networking, IT, SQL Database.

\* *Duties innovated for smooth, effective, and strategic operation.*

### 3. Professional Training

#### A. Workshop on “Export & Import through L/C”: BJobs.com Limited, Dhaka, Bangladesh

One-day workshop organized by bjobs.com Limited with resource person, Mr. Md. Azhar Ali Miah, Senior Vice President & Head of Audit, Bank Asia. Dated: 04 June 2004.

#### B. Workshop on “Business Research Methodology”: SOMBA, Khulna University, Bangladesh

Organized by School of Management and Business Administration(SOMBA), Khulna University with resource persons, Dr. Z M. Mamun, IBA, Dhaka University and Dr. Nazrul Islam, BAD, SOMBA, Khulna University. Dated: 12-13 September 2002

### 4. Computer Literacy

#### Business Applications

Effective Business Operations in Trade Portals

Like- alibaba.com, importers.com, ec21.com, ecplaza.com, fiber2fashion.com, ebay.com (retail)

Multi-lingual Correspondence

Use various translating tools for web-search to collect and translate international trade information and for multi-lingual correspondence from English to French, Spanish, Italian, German, Dutch, Portuguese, Russian, Norwegian, Arabic, Chinese, Japanese, Korean etc.

Financial Transaction Using Web-media

Like- E-gold (A/C # 1051718), paypal, stormpay, credit card (limited operations) etc.

Webpage Design & Optimization

Designing and optimizing (using meta-tag) for web search through search engines,

Email Utility Add-ins & Extracting Software

For email merge, mass & bulk mailing, and circulation.

File Sharing Optimization

PDF conversion, LAN operations, web folder management, FTP operations, etc.

E-catalog Preparation-Dissemination

Preparation, conversion, preservation, maintenance/update, and dissemination.

Search Engine Utilization

Capable of utilizing search engines efficiently and collect accurate & relevant information.

SQL Software Operations

Able to operate and maintain any SQL-built customized business software.

Other Web & Technological Integration in Business

Like- Web directory collection for importer database, SMS-Email communication, etc.

#### Internet Literacy Level

Internet Explorer(s), Outlook Express/Eudora, Web-folder maintenance & FTP operations

POP/SMTP access maintenance and IP access (IP, Gateway, DNS) maintenance.

#### Microsoft Office

Word, Publisher, Excel, PowerPoint, FrontPage, Access, and Outlook. Versions: 97, 2000, XP, 2003.

#### Graphics/DTP Package

Adobe Photoshop, Adobe PageMaker, and Quark Express.

#### Hardware, Networking, & Troubleshooting

Assembling, setup, troubleshooting, and maintenance. LAN operations.

#### Operating Systems

Windows (98, 2000, ME, XP), MS DOS, and MAC-OS.

#### Programming Language

C+ (Course with ‘A’ Grade completed during BBA graduation), HTML (Limited knowledge).

## 5. Language Proficiency

Languages	Speaking	Reading	Writing
<b>Bangla</b>	Excellent	Excellent	Excellent
<b>English</b>	Excellent	Excellent	Excellent
<b>Hindi</b>	Excellent	Excellent	Good

## 6. Extra-Curricular Activities

### A. Publication & Marketing Director of Executive Vision

Performed as Publication & Marketing Director and as a tutor for Executive Vision, Khulna, Bangladesh, an Admission Coaching Center established by the students of Khulna University from April to October 2002 (7 Months).

### B. Secretary of the Wing of Publications and Public Relations of Business Club

Business club was established to aid the students of Business Administration Discipline, Khulna University, Khulna, Bangladesh to enhance the public relations with the society through various social activities. Performed as the secretary of the Wing of Publications and Public Relations from June 2000 to May 2001 (1 Year).

### C. Executive Member of the Organizing Committee and Chief Editor of BA Discipline

Responsible for organizing various programs held in favor of Business Administration (BA) Discipline, Khulna University, Khulna, Bangladesh from 1999 to 2000. Also performed as the Chief Editor of various publications published by the students of BA Discipline, Khulna University.

## 7. Service Testimonials

“We are grateful for his cooperation in providing us international trading support. We greatly appreciate his contribution to source us many customers for our spice, snacks, and other commodities.”

– *S. K. Das, Director, Square Consumer Products Limited (das@squaregroup.com)*

“We are grateful to Mr. Asif Anwar for providing us information about spice and food importers throughout the world.”

– *Ahmed Reza Chowdhury, Chief, Business Development, Pran Group (bd5@prangroup.com)*

“Thank you for all the informations that you are providing us. It is really helping us to spread our network in different ways. We look forward to receive more from you.”

– *Supantha Halder, Manager (A+D), Magura Group (pantha@maguragroup.com)*

“Thank you for your help. We are extending our business in the US market. I am confident that, your information (on apparel importers) will help us grow.”

– *Abby Jamal, Managing Director, ZXY-ABS Limited (abby@zxy-abs.com)*

“His support in international trade facilitation is unique in respect of Bangladesh. He has been providing us more value than we expected from such a free program of USAID.”

– *Mohammad Yussouf, Director, Yussoufs' Holdings Inc. (yussouf@dhaka.net)*

## 8. Hobbies & Interests

Traveling, swimming, astrology & palmistry, athletics & exercise, learning & reading technical books, programming & learning application software, publishing and other creative tasks, learning various phases of e-commerce & international business, preparing & collecting international trade directory information, trade consultation, .

## 9. Personal Information

**Full Name** : Asif Anwar (আসিফ আনোয়ার)  
**Nickname** : Pathik (পথিক)  
**Date of Birth** : 21 February 1979  
**Father's Name** : Abid Anwar (আবিদ আনোয়ার)  
**Mother's Name** : Shajeda Akhter (সাজেদা আক্তার)  
**Marital Status** : Married (to Afroza Yasmin)  
**Nationality** : Bangladeshi (by birth). Passport # Q-0587061  
**Permanent Address** : Hasina Manjil, Vill.: Char Algi, P.O.: Bairagir Char, P.S.: Kathiadi, Dist.: Kishoregonj, Bangladesh.  
**Residence Address** : 111/2 Central Bilashpur (Opposite Neyamat Sarak) Joydevpur, Gazipur-1700, Bangladesh.  
**Mailing/Work Address** : Research Officer, SRG Bangladesh Limited (SRGB) 396 New Eskaton Road, Dhaka-1000, Bangladesh. Phone: +88(02)9353691, Email: gtn@srgb.org, aanwar@usgtn.net  
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[tradeconsultant@gmail.com](mailto:tradeconsultant@gmail.com) (For sending large attachments)

## 10. References

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**For further information, please visit site:** [www.asifanwar.7p.com](http://www.asifanwar.7p.com)

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**Date:**

**Asif Anwar**