



Curriculum Vitae of Asif Anwar

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Career Objective

Gain utmost competence in the field of **International Development, SME Development, and Business Research** through enthusiasm, hard work, ethics, sincerity, and brilliance. Moreover, serve for the welfare of the society, business, and the economy through the assigned responsibility.

Quick Profile & Key Qualifications

BBA Graduate (Khulna University, Bangladesh), **Notre-Damian**, and **Primary education** in the **USA**;
Strong global sense and strong **global corresponding** capability in Bangla, English, and other languages;
Excellent computer literacy in basic & business applications, SQL operations, hardware & networking, IT related tasks, MIS, and E-commerce and **strong technology integration** capability in operations;
Capable of forming strategies to **pinpoint and collect information about** specific/target groups or clients from any available media and possess reputation from **a base of 1000 SMEs** in Bangladesh
Quick learner and capable of working with **minimum supervision**, strong **adaptability** power in changing environment, multi-tasking capability, and **innovative & inventive**;
Research oriented, sound analytical competency, people oriented, and high need for achievement.

Professional Experience

March 2004 – February 2005 [Trade & Investment Facilitator, **GTN, SRG Bangladesh Limited**]

Currently working for the Bangladeshi SMEs in a **USAID-funded Business-to-Business (B2B)** trade platform **Global Trade & Technology Network (GTN)** [www.usgtn.net] as a **Research Officer** in Survey Research Group Bangladesh Limited (**SRGB**) [www.srgb.org].

Duties: Provide *Executive Administrative Service* for international and local customers, suppliers, and investors and facilitate SMEs for foreign trade. (Refer to item #2A inside for details)

May 2003 – February 2004 [Executive Manager, **OneWorld Education Resource Center**, 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.r8.org

Please scroll through the next pages to view details

1. Educational Information

BBA From Khulna University Khulna, Bangladesh	HSC From Notre Dame College Dhaka, Bangladesh.	Special Primary-level Education From Robert E. Lee Elementary School 1208 Locust Street, Columbia Missouri-65201, USA.
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2. Professional Experience

A. **March 2004 to February 2005** **Trade & Investment Facilitator, GTN, SRG Bangladesh Ltd.**

Global Trade & Technology Network (GTN) is a **USAID-funded B2B trade platform** (http://www.usaid.gov/our_work/economic_growth_and_trade/tech-transfer/gtn.htm), where various international customers and suppliers (SMEs) meet and find their appropriate match or opportunity. This trade platform is locally managed by Survey Research Group Bangladesh Limited (**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** (Original) or www.gtinbd.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 (including billing information) 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”: BDJobs.com Limited, Dhaka, Bangladesh

One-day workshop organized by bdjobs.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 B2B 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, circulation, and address book maintenance.

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+, HTML (Limited knowledge).

5. Language Proficiency

Languages	Speaking	Reading	Writing
Bangla	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Hindi	Excellent	Excellent	Good

6. Freelance Activities | Project Experience

A. Business Development Officer of Traidcraft (Funded by DFID)

Currently performing as the Business Development Officer (temporary) to Traidcraft, a DFID funded UK-based voluntary NGO involved in facilitating Micro-, Small-, and Medium-sized Enterprises (MSMEs) of Bangladesh by training, developing their skill, creating new markets for their products, and export expansion through promotion.

B. Training Organizer for IMCB

Occasionally organized and facilitated training programs jointly organized by Institute of Management Consultants of Bangladesh (IMCB) and SouthAsia Enterprise Development Facilities (SEDF). The training programs involved SME consultation and facilitation.

C. Research Information Executive for a Project funded by JICA

Performed as the Research Information Officer for the research project titled *Project Identification Study on Crop Sector Development and Diversification in Bangladesh*, financed by Japan International Cooperation Agency (JICA) and conducted by Survey Research Group Bangladesh Limited (SRGB). Was responsible for secondary data collection from every available media, coding & conversion of primary data, and organizing & facilitating Focus Group Discussions (FGDs) for the study.

D. Support Executive (Cleaner Production) for GERIAP (UNEP & SIDA)

Green House Gas Emission Reduction in Asia & Pacific (GERIAP) is a project implemented by United Nations Environmental Program (UNEP) and funded by Swiss International Development Agency (SIDA). The program emphasizes the industrial sector and uses the *Cleaner Production Methodology*, which states: Use less, reduce cost production, pollute less, and make more profit.

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 information about spice & 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, Yu ssoufs' Holdings Inc. (yussouf@dhaka.net)

8. 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,
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9. References

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Kazi Shahed Ferdous, Country Coordinator
Global Trade & Technology Network – GTN &
Traidcraft (UK-based NGO in Bangladesh)
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For further information, please visit site: www.asifanwar.r8.org

Date:

Asif Anwar

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