

Mohammad Shijad Patwary

Manager – Operations, Corporate Admin, IT & Inventory • 10+ Years Professional Track Record

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PROFESSIONAL SUMMARY

Results-driven Operations, Corporate Administration & IT Manager with 10+ years of comprehensive expertise leading corporate administrative governance, warehouse inventory synchronization, retail POS deployments, and e-commerce systems. Proven track record in fixed asset accountability, vendor procurement & contract negotiations, biometric attendance SOPs, and cross-channel stock reconciliation, delivering high operational accuracy, cost efficiency, and administrative precision through technology-driven solutions.

CORE COMPETENCIES

- ✓ Corporate Office Administration & SOPs
 - ✓ Vendor Procurement & Rate Negotiations
 - ✓ Facility Operations & CCTV Surveillance
 - ✓ POS & Omnichannel Inventory Integration
 - ✓ Stock Reconciliation & Cycle Discrepancy Audits
 - ✓ Order Management Systems (OMS) & Logistics
 - ✓ IT Equipment Procurement & Technical Support
 - ✓ Customer Order Processing & Tracking
- ✓ Fixed Asset Registers & Audit Governance
 - ✓ Biometric Attendance & Admin HR Records
 - ✓ Warehouse & Store Operations Management
 - ✓ Inventory Planning, Stock Control & GRN
 - ✓ SKU Architecture & Barcode Management
 - ✓ Retail POS Systems Deployment & Training
 - ✓ Website Administration & Internal SEO
 - ✓ Data Reporting & Operational Analytics

PROFESSIONAL EXPERIENCE

1. Manager – Operations, Corporate Admin, IT & Inventory

May 2024 – Apr 2026

Anzaar • Dhaka, Bangladesh

- Direct day-to-day administrative operations, IT procurement, facility upkeep, and inventory synchronization across multi-branch retail network.
- Formulate administrative standard operating procedures (SOPs), vendor service contracts, and executive reporting workflows.
- Manage end-to-end inventory lifecycle including stock receiving, transfers, cycle counting, and variance reconciliation.
- Synchronize physical warehouse stock, multi-branch POS counters, and e-commerce storefront with strict zero-variance protocols.
- Standardize 2,000+ SKU product catalog with barcode label systems and taxonomy structures, accelerating upload speed by 40%.
- Deploy and maintain retail POS systems across outlets, providing staff training and ensuring 100% system uptime.
- Coordinate IT hardware procurement, office workstations, LAN infrastructure, and technical support.
- Oversee online order processing workflows, customer fulfillment, and accurate tracking systems.

KEY ACHIEVEMENTS

- Maintained 95%+ inventory accuracy across warehouse & retail branches
 - Managed 2,000+ SKUs efficiently with barcode catalog standards
 - Ensured 100% stable POS & IT infrastructure uptime during high-volume campaigns
- Reduced stock mismatch by 30%+ through strict GRN audit cycles
 - Improved order fulfillment speed & dispatch turnaround by 40%
 - Standardized administrative vendor procurement & equipment records

2. Freelance Media Buyer – Google Ads

Mar 2022 – Apr 2024

Independent Consulting • Remote

- Managed Google Ads acquisition campaigns including keyword research, audience targeting, and budget administration.
- Analyzed campaign performance data, optimized advertising expenditures, and improved marketing ROI.
- Executed data-driven audience segmentation and keyword bidding optimization to maximize returns.

3. Admin Operations & Inventory Executive

Apr 2018 – Dec 2021

Hive Interiors • Dhaka, Bangladesh

- Administered complete corporate office operations, facilities management, executive correspondence, and administrative documentation.
- Governed fixed asset registers, architectural raw material samples, and office resources with 100% audit compliance.
- Managed biometric employee attendance systems, leave administration, HR documentation, and staff ID credential protocols.
- Directed vendor procurement cycles, contractor negotiations, purchase orders, and accounts payable invoice vetting.
- Supervised corporate facility infrastructure, 24/7 CCTV surveillance networks, workstation setups, and office LAN connectivity.
- Provided comprehensive administrative and IT support for office software and operational systems.

4. Inventory Support & Admin Executive

Mar 2014 – Mar 2018

NS Corporation Ltd. • Dhaka, Bangladesh

- Maintained corporate administrative records, commercial dispatch files, resource tracking, and logistics documentation.
- Prepared daily and weekly stock balance sheets, discrepancy audits, and operational reports for executive management.
- Conducted receiving dock inspections, verifying supplier packing lists, purchase orders, and binning compliance.
- Managed office reporting systems, cross-departmental coordination, and data verification tasks.

EDUCATION

MBA – Marketing & International Business

International Islamic University Chittagong (IIUC)

CGPA: 3.68 / 4.00

BBA – Marketing

International Islamic University Chittagong (IIUC)

CGPA: 3.78 / 4.00

HSC – Business Studies

Comilla Cantonment College

Comilla Board

SSC – Business Studies

Comilla Cantonment High School

Comilla Board

INTERNSHIP EXPERIENCE

Intern (Akij Food & Beverage Ltd.)

Oct 2012 – Dec 2012

Conducted research and data analysis for the Research Department as an Intern.

TRAINING & CERTIFICATIONS

- National Skill Standard Basic Training: Bangladesh Technical Education Board (2015)
- Preparing Tax Return by Individual Taxpayer: Pencil Box (2019)
- Import Business Training: Import Business BD (2018)

LANGUAGES

Bangla Native English Professional Working Proficiency

REFERENCES

Available upon request

Professional, operational, and academic references available upon executive request.