

TANJIM MINHAJ MAHIR

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SUMMARY

Exceptionally fast learner possesses a strong track record of high-level leadership and cross-functional collaboration. Love working with people, and playing with new tech. Thrives under pressure and is fully prepared to implement lean inventory models and expedite critical supply paths to drive cost-effective supply chain continuity.

EDUCATION

B.Sc in Industrial & Production Engineering Ahsanullah University of Science & Technology Relevant Coursework: Supply Chain Management, Operations & Project Management, Marketing Management, Engineering Economy, Operations Research, Quality Management. Higher Secondary School Certificate Milestone College	04/2022- 05/2026 CGPA: 3.00 out of 4.00 2021 GPA: 4.83 out of 5.00
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WORK EXPERIENCE

Ezzy Group

Youth Leadership Ambassador(Part Time) 08/2025 - Present

- **ERP Evaluation & Local Procurement:** Leading the organizational procurement and requirements mapping for a new ERP system .
- **End-to-End International Procurement:** Successfully Source, evaluate and negotiate with suppliers for cost-effective, high-quality NFC Card and Software Vendor using CS and sending RFQs.
- **Data Automation & Reporting:** Engineered automated operational workflows using Python, Google Apps Script, and **Advanced MS Excel.**
- **Process Improvement:** Reduced manual administrative data entry time by **50%** through digital automation.
- **Global Supplier CS & Import:** Independently sourced and filtered technical suppliers in China **created CS.**
- **Cross Functional :** Collaborate with diverse internal departments to streamline day-to-day operations.

HONORS & AWARDS

- **National Round ||** HSBC Business Case Competition 2025
- **Finalist ||** Mindspark 24 Case Competition 2024
- **Winner || 70% Scholarship ||** ISCEA Prize Global Supply Chain Competition 2024
- **Second Runner Up ||** Excel Your Way 2022

CERTIFICATIONS

- **Aspire Leaders Program ||** Aspire Institute 2025
- **Certified Supply Chain Analyst ||** International Supply Chain Education Alliance 2024
- **Certified Youth Caring Leadership Training and Action Program ||** The Education University of Hong Kong 2023

SKILLS & TOOLS

Software Skills: • Microsoft Office • Web Development • MATLAB • Canva • Power BI • Python • Solidworks • n8n	Professional skills: • Effective Communication • Logistic planning • Decision making • Strategic planning • Leadership • Highly Analytical • Process-Oriented
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REFERENCE

Md Abdullah Al Jobayer
Executive-HR
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Assistant Professor-AUST
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EXTRA CURRICULAR

IEOM Society AUST Student Chapter

President	05/2023 – 05/2026
• Team Leadership & Project Execution: Lead a 30-member cross-functional executive team. • Corporate Partnerships: Act as the primary liaison for the society, successfully negotiated funding up to 500,000TK. • Financial Stewardship: Maintaining high accountability, strict budget reconciliation. • Secured 15+ Partnerships and Sponsorship deals.	

AUST Career Development Club

Organizing Secretary	10/2023 - 05/2026
• Coordinated large-scale digital promotional projects 300+ Participants for Checkmate 2.0. • collaborating with cross-functional student and corporate teams to execute major university job fairs featuring 40+ multinational and local partners. • Initiated automation and social media analysis, using Zoho Social. • Secured 5+ Partnerships and Sponsorship deals.	

Perfetti Van Melle

Elevate Campus Ambassador	01/2024 – 03/2025
• Brand Activation: Represented PVM on campus, executing activations aligned with corporate marketing strategies. • Partnerships: Secured 3 event collaborations.	

PROJECT/THESIS

Ergonomic Medicine Dispenser With health monitor and Alarm
• Utilized SolidWorks for design, development and printing.

Undergraduate Thesis: Multi-Criteria Optimization of Additively Manufactured Lattice Structures
• Designed and evaluated 20 lattice topologies using nTop. • Fabricated the optimized designs using Laser Powder Bed Fusion.

CORE COMPETENCY

- Technical and Manufacturing Proficiency
- Supply Chain and Logistics Management
- LLM Model integration and Prompt Engineering