

curriculum vitae

OF **MD. AMBER ALI KHANDOKER**



Contact Address:

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Professional Summary:

Detail-oriented professional with 4+ years of experience in data entry, computer operations, and admin support. Skilled in ERP and HRIS systems with a proven ability to manage and analyze large datasets accurately. Proficient in MS Office, database tools, and implementing tech-driven solutions. Strong communicator and team player committed to delivering efficient and high-quality results.

Work Experience:

Executive – Store Management

Step Media Limited | Jan 2025 – Present

- Oversee daily operations of the store, ensuring smooth inventory flow and accurate stock levels.
- Maintain and update ERP-based inventory systems to streamline supply and delivery tracking.
- Collaborate with procurement and logistics teams to manage material requirements and order planning.
- Ensure proper documentation of goods received and dispatched, including packing lists and invoices.

Junior Executive – HR & Admin

RFL Electronics Limited | ~1.5 Years

- Managed HRIS data entry and maintained accurate employee records.
- Supported HR operations such as attendance tracking, leave management, and onboarding documentation.
- Assisted in coordinating training sessions, interviews, and internal meetings.
- Maintained confidential HR documents and handled employee queries professionally.

Data Entry Operator – Finishing Department

Chorka Apparels Limited | 0.8 Years

- Entered production and finishing data accurately into internal ERP systems.
- Collaborated with production teams to ensure real-time updates of workflow status.
- Verified quality control data and ensured timely reporting to management.
- Maintained daily logs, reports, and checklists for internal audits.

Computer Operator – Finishing Production

Mahdeen Group | ~1 Year

- Operated data entry and reporting systems to support finishing department activities.
- Prepared daily production reports and ensured all entries matched physical stock.
- Maintained data backups and assisted with minor troubleshooting of office equipment.
- Supported team leads with administrative tasks and document handling.

Bachelor of Social Science (BSS)

Institutes : **Kurigram Govt. College.**
Board : National University
Subject : Bachelor of Social Science
Result : Enrollment

Higher Secondary School Certificate (HSC)

Institutes : **Salmonirhat Adarsha Collage, Salmonirhat.**
Board : Dinajpur
Group : Humanities
Result : 3.67 out of 5.00
Year of Passing : 2020

Secondary School Certificate (SSC)

Institutes : **Purbo Balakandi Dakhil Madrasha**
Board : Madrasha
Group : Science
Result : 3.39 out of 5.00
Year of Passing : 2018

Language Skills:

Language	Reading	Writing	Speaking
Bengali	Excellent	Excellent	Excellent
English	Excellent	Medium	Medium

Technical Skills:

- AI Prompt Engineering
- Human Resource Information System (HRIS)
- Professional Microsoft Office
- Email Handling
- Enterprise Resource Planning (ERP)
- Export Packing list & Commercial Invoice
- Database Management
- Lead Generation
- Virtual Assistant
- Inventory Management
- Human Resource Management System
- Canva

Others Skill:

- Quick learner
- Time management
- Store management
- Leadership
- Communication
- Problem-solving
- Teamwork
- Critical thinking
- Interpersonal skills

Personal Information:

Name	:	Md. Amber Ali Khandoker
Father's Name	:	Md. Ismail Hossain Khandoker
Mother's Name	:	Samsunnahar Begum
Permanent Address	:	Vill: Panthapara Upazilla: Rajarhat, Post: Forkerhat - 5610. Dist: Kurigram.
Date of Birth	:	05- Jan- 2001
Sex	:	Male
Religion	:	Islam
Marital status	:	Unmarried
National Id	:	1031833229
Nationality	:	Bangladeshi (By birth)
Mobile Number	:	+8801716-861353

I Certify that the statement made by me on the CV are true complete a correct.

Signature

(Md. Amber Ali Khandoker)

Date: 17/12/2025