

**Present Address:**

Md. Kamruzzaman (Raju)
House # 43/Ka (Ground Floor),
Indira Road, West Razabazar,
Dhaka-1215, Bangladesh

Permanent Address:

Md. Kamruzzaman (Raju)
K.R.House,
Sultanabad,
Rajshahi-6100.
Bangladesh

Contact Information

Cell: +880 1918 07 88 18

E-mail: kzraju@gmail.com

Resume of Md. Kamruzzaman

Career Objective

To build –up a challenging career in any well-established and well-reputed organization where well-working environment is being provided.

Current Job

- Working at **Golden Harvest Agro Industries Ltd. (Dry Food)** as **Sales Administration Officer** from January 10, 2015 till now.

Major Responsibilities

- 1) To look after different personnel related task such as recruitment, training, posting, transfer, resignation, termination etc.
- 2) To keep update Field force list and preserve all relevant papers regarding Joining, Resign, Transfer, Termination and Letter of surety, etc.
- 3) To look after MIS related development works such as co-ordinate with MIS to update CPanel, SDMS Mirror software and other software as well as sales data checking etc.
- 4) To prepare different types of primary & secondary sales reports as required by Head of the department from time to time
- 5) To prepare different internal and external letters and other correspondences as per the instruction of Head of the department and ensure proper dispatch
- 7) To preserve all records of trade offer, incentive, targets and other official documents.
- 8) To ensure proper & timely settlement of outgoing employees, by coordinating with HR Department
- 9) To keep updated information of Price list, Distributor list, FF List etc.
- 10) To ensure proper arrangement of different sales related meeting through proper coordination with all concerns
- 11) To manage distributor related various adjustment, accounts settlement and claim settlement of existing & cancel distributor
- 12) To manage distributors' appointment

Previous Jobs

- Worked at **Ifad Multi Products Ltd.** as **Sales Admin** from December 07, 2013 to January 08, 2015.
- Worked at **Atlas Food & Beverage Ltd.** as **MIS (Trainee)** from July 13, 2011 till February 03, 2012.
- Worked at third **Close-up1'08** program as a **Logistic Supervisor** for **Market Access Providers Ltd.**
- 6 Months working experience as a **Data Entry Operator and Data Entry Supervisor** in **Raj-IT**, Rajshahi.

Computer Proficiency

Completed **Higher Diploma in Software Engineering (2 Years)** from **Aptech Computer Education, Rajshahi Centre** in 2005.

Familiar With:

- Windows 98, 2000, 2003, XP, Vista and 07
- Office 2000, 2003, 2007 and 2013
- HTML, DHTML, JAVA Script, VB Scrip, CSS
- .NET, EJB, JavaBeans, Java RMI, ODBC, Java Applet, Java Servlet, Windows Service
- Access and SQL Server 2000
- Internet Marketing
- Maintenance and Trouble Shooting of Computers

Educational Background

- Completed **Bachelor of Tourism and Hotel Management (BTHM)** in 2013 from **IBAIS UNIVERSITY** obtaining CGPA 2.62 out of 4.
- Completed **H.S.C (Humanities)** in 2000 from New Govt. Degree College, Rajshahi under Rajshahi Board with Second Division.
- Completed **S.S.C. (Humanities)** in 1997 from Rajarampur Hamidullah High School, Chapai Nawabgonj under Rajshahi Board with Second Division.

Language Proficiency

A considerable and better Reading, Writing, Speaking and Listening skill in Bangla & English language, also have a good command in Hindi.

Professionalism

- Able to carry extra pressure
- Able to move any-time, any-where
- Have a strong inter-personal skills
- Have a strong presentation skills
- Have a strong organizing and leading skills
- Have a strong curiosity to know new things

Interest of Career

- Event Management Firms
- FMCG

Award Received

Have been awarded **Best Rover Scouts** in Rajshahi by Government Republic of Bangladesh.

Hobbies

Reading various types of writings, Traveling, and Listening to various Music & Attending Social Welfare and Cultural Activities.

Personal Information

Nick Name : Raju
Name of Father : Md. Khairuzzaman
Name of Mother : Most. Kohinoor Zaman
Blood Group : A(+) Positive
Height : 5'6"
Weight : 62KG
Marital status : Married
Religion : Islam
Nationality : Bangladeshi

References**Mr. Biplob Kumar Kundu**

National Sales Manager
Ifad Multi Products Ltd.
Nasir Tower, Dhaka
Cell: **01980002901**

AHM Faizur Rahman

Principle Officer
Southeast Bank Limited
Kawran Bazar Branch, Dhaka
Cell: **01716303513**



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Md. Kamruzzaman