

## Curriculum Vitae of K. M. RASHEDUL HAQUE



### Career Objective:

Seeking a career opportunity in an organization that will best utilize my learning, understanding & realizations and where significant contribution to the success of the employer can be made and career advancement opportunities can be achieved. I like to utilize my capabilities to work and organize my time effectively to maximize the output of the organization. Also want to apply my skills with faithful manner.

### Personal Information:

<b>Name</b>	: K. M. RASHEDUL HAQUE	<b>Place of Birth</b>	: Pabna
<b>Father's Name</b>	: K. M. REZAUL HAQUE	<b>Nationality</b>	: Bangladeshi (By birth)
<b>Mother's Name</b>	: MST. NURUNNAHAR BEGUM	<b>Religion</b>	: Islam
<b>Date of Birth</b>	: March 24, 1979	<b>Marital Status</b>	: Married
<b>E-mail</b>	: kmrhaque2015@gmail.com		

### Present address:

House No.- Kha – 3(1<sup>st</sup> Floor), Khilkheth Bazar  
Khilkheth, Dhaka – 1229.  
**Mobile: 01776494580**

### Permanent Address:

C/o- K. M. Rezaul Haque  
Village: Ramnagar, P.O.: Allahabad  
P.S: Faridpur, Dist.: Pabna - 6650.  
**Mobile: 01776494580**

### Educational Qualification:

Name of Examination	Board/ University	Year of Passing	Class/ Division
M. Com in Management	National University	Exam. 2002 (held in 2005)	Second Class
B. Com (Hon's) in Management	National University	Exam. 2002 (held in 2003)	Second Class
H.S.C	Rajshahi Board	1997	Second Division
S.S.C	Rajshahi Board	1994	First Division

**Job Experience:**

Designation	Duration	Address	Organization
Commercial Executive	1 <sup>st</sup> January 2015 to 15 <sup>th</sup> October 2019 (4 years & 10 months)	Plot No.- 31, Road No. – 53, Gulshan Tower (10 <sup>th</sup> Floor), Gulshan North C/A, Dhaka – 1212.	Transcom Beverages Limited.

Designation	Duration	Address	Organization
Commercial Officer	01 <sup>st</sup> January 2010 to 31 <sup>st</sup> December 2014 (5 years)	Plot No.- 31, Road No. – 53, Gulshan Tower (10 <sup>th</sup> Floor), Gulshan North C/A, Dhaka – 1212.	Transcom Beverages Limited.

Designation	Duration	Address	Organization
Assistant Commercial Officer	11 <sup>st</sup> September 2008 to 31 <sup>st</sup> December 2009 (1 year 4 months)	Plot No.- 31, Road No. – 53, Gulshan Tower (10 <sup>th</sup> Floor), Gulshan North C/A, Dhaka – 1212.	Transcom Beverages Limited.

<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1) Responsible for preparing material requirement planning (MRP) generated from monthly Rolling Forecast (ROFO) from i) Sales, ii) Production Planning &amp; iii) Stocks;</li><li>2) Preparation of daily, weekly and monthly reports;</li><li>3) Justify competitive price, quality and service credit duration and compliance against any purchase;</li><li>4) To co-ordinate with suppliers as well as with internal departments for timely delivery of materials;</li><li>5) Handling overseas &amp; local vendors in executing orders for raw materials &amp; packing materials for international brands like Pepsi, 7up, Mirinda, Mountain Dew, Tropicana &amp; Aquafina as per the demand planning;</li><li>6) All LC related activities (raw materials, packing materials, chemicals &amp; consumable items, machinery &amp; spare parts in coordination with banks and insurance companies;</li><li>7) Ensure effective operation with shipping line/freight forwarder, clearing and Forwarding agent (C&amp;F), follow-up customs operation, and deliver of goods from port to factory site;</li><li>8) Capable to solve any emergency issue with the customers for import shipment by Sea/Air/Road.</li><li>9) Issue purchase requisition, create purchase order in the <b>ACCPAC</b> &amp; on time using <b>ERP</b> system;</li><li>10) Coordination with insurance companies for insurance survey and claim related issues etc;</li></ol>
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**Training Summary:**

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- i) Workshop for **Import & Export** through LC, organized by **Bdjobs.Com Ltd.**, held on 23<sup>rd</sup> January 2009, duration one day.
- ii) Customs operating system for **Import & Export** of Bangladesh rules & regulations, organized by **Prothom-Alojobs.Com**, held on 5<sup>th</sup> February 2010, duration one day.

**Computer Literacy:**

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<b>Application Software</b>	Microsoft Word, Microsoft Excel, Microsoft Power Point, Windows.
<b>Internet Usages</b>	Internet browsing and managing e-mail account.

**References:**

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<b>K. M. Bariul Haque</b> Senior Principal Officer Agrani Bank Limited Chatmohor Branch Chatmohor, Pabna Cell # 01716130015, 01713253852	<b>Md. Najim Uddin</b> Deputy General Manager Governor Secretariat Bangladesh Bank, Motijheel C/A Dhaka-1000 Cell # 01912406734
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**Declaration:**

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I, the undersigned, declare that to the best of my knowledge and belief, the information given in this curriculum vitae is true, complete and accurate.



**K. M. RASHEDUL HAQUE**