

## RESUME OF

**Md. Bakhtiar Uddin**

Mobile: 01824039232, bakhtiarbdck123@gmail.com



### **Career Object :**

A position with challenging responsibility where I may get an opportunity to utilize my educational training and experience while gain up to as per my highest range of personnel function on any sector.

### **Key Strength:**

- \*\* Excellent Planning & Organizational skills,
- \*\* Excellent interpersonal skills –ability to effectively influence staffs and related officials.
- \*\* Verbal and written communication skill with fluency in Bangla & medium level of English.
- \*\* A responsible, self-motivated individual who takes ownership and accountability.
- \*\* Has a history of quickly learning new tasks and overcoming challenges through determination.

### **Working Experience:**

- a) **Position** : **Senior Loan Officer**
- b) **Report to** : **Branch Manager**
- c) **Organization** : **ASA.**
- d) **Address** : **23/3 Birtuttam A.N.M. Nuruzzaman Sarak, Shymoly, Dhaka-1207.**
- e) **Duration** : **February 2005 to October 2019 (15 Years)**

### **Major Responsibilities:**

- Responsible for maintaining regular recovery of loans, particularly from classified accounts.
- Monitor directly and maintain the file of classified accounts with support from concern officials.
- Take initiate legal procedures as per govt. rules and regulations in consultation with Head of branch towards final settlement and/or repossession of the leased equipment.
- Maintain the account of Daily & Monthly closing & statement submit to Branch Manager.

- Take total accountability of outstanding & receiving amount report from subordinates.
- To arrange meeting for the branch weekly & monthly as well as lead into meeting in absence of Branch Manager.
- Responsible to accomplish any assignment given by branch Manager also take responsibility of the branch when Manager unavailable.

**a) Position : Deputy Manager (Marketing)**

b) Report to : Manager

c) Organization : Quick & Quality Packaging

(Garments accessories manufacturer & supplier)

(Sister Concern of Rahman International Ltd.)

d) Address : Awlad Hossain Market, Airport Road, Farmgate, Dhaka

e) Duration : October 2003 to January 2005 (1.5 Years)

### **Major Responsibilities:**

- Follow up client account from order inquiry to delivery
- To deal with the Buyer independently for all the marketing activities
- Responsible for proper follow up and committed with the time line given by Buyers/customers.
- Co-ordinates with production team in order to deliver on time shipment
- Responsible for preparing monthly sales plan & achieving company given sales target.
- Responsible for opening new accounts to achieve target of sales.
- Negotiator and have proven skills at identifying new sales opportunities and closing sales.
- Ensuring repeat business from existing customers and making a positive impact in a company.
- Maintain weekly & monthly accounts statement by opening & closing balance.
- Responsible to meet different buyers/ Factory concerns to have new sale.

**a) Position : Senior Executive (Marketing)**

b) Report to : Manager

c) Organization : N. N. Enterprise (Garments accessories & supplier)

d) Address : House#33, Sonargaon Janapath Road, Sec-12, Uttara, Dhaka

e) Duration : April 2002 to September 2003 (1.5 Years)

### **Major Responsibilities:**

- Receive order from customer & accordingly PO make
- PO submit to manufacturer & receive goods & delivery to ultimate customer
- Prepare bill for payment & follow up.
- Follow up maker to goods in house on time.
- Follow up client account from order inquiry to delivery

a) **Position** : **Senior Executive (Store)**  
b) Report to : Store Manager  
c) Organization : Sprinter Sourcing Incorporation  
d) Address : House#34, Road#19, Nikunja-2, Khilkheth, Dhaka-1229.  
e) Duration : February 2001 to March 2002

### **Major Responsibilities**

- Work with internal departments & suppliers to ensure quality & timely delivery all kinds of raw materials.
- Maintain inventory & stock of store by using modern inventory Management Software.
- Physical verification & reconciliation regularly of all types of store stock & inventory with BIN cards.
- Ensure all receive & delivery of store materials are properly recorded and documented & released.
- Monthly report preparation according to inventory flow movement & submit to internal Audit / Proper authority.
- Ensure co-operation & co-ordination with production, commercial, accounts & concern department regarding store issues.
- Supervise the warehouse and ensure timely delivery & logistics support

a) **Position** : **Executive (Store)**  
b) Report to : Store Manager  
c) Organization : Sprinter Sourcing Incorporation  
d) Address : House#34, Road#19, Nikunja-2, Khilkheth, Dhaka-1229.  
e) Duration : August 1999 to January 2001

### **Major Responsibilities**

- Goods receiving inventory & deliver to respected factory or customer.
- Materials receiving report submit to the manager.
- Distribute store materials as per approved requisition
- Receiving to delivery matching report prepare.

### **Educational Qualifications:**

#### **Bachelor of Social Science (BSS)**

Institution : NimsarJunab Ali Degree College  
Board : National University  
Group : Arts  
Result : 3<sup>rd</sup> Class  
Session : 2001

#### **Higher Secondary School Certificate (H.S.C)**

Institution : Lalmai Degree College  
Board : Comilla  
Group : Arts  
Result : 2<sup>nd</sup> Division  
Passing Year: 1997

#### **Secondary School Certificate (S.S.C)**

Institution : Barura Haji Naoab Ali Pilot High School  
Board : Comilla  
Group : Arts  
Result : 1st Division  
Passing Year: 1994

### **Computer Knowledge:**

- Operating System : Smooth typing performance in English & Bangla.
- MS Office : MS Word, MS Excel, E-mail, Internet Browsing

### **Language Proficiency:**

**Bangla:** Passionately love and admire my mother tongue which I am continuously trying to be perfect in.

**English:** Fluent in speaking and have an excellent command over writing English as an international language

**Personal Information :**

Name : Md. Bakhtiar Uddin  
Father Name : Md. Abdul Kader  
Mother Name : Fatematuz Zohora  
Mailing Address : Changini, Police Fari, Kotbari, Sadar South, Cumilla.  
Mobile : 01824-039232, 01771-538477  
Email : [bakhtiarbdck123@gmail.com](mailto:bakhtiarbdck123@gmail.com)  
Permanent Address: Village-Mogozi, P.O-Shorapati, PS: Barura, Dist- Cumilla-3560.  
Date of Birth : 01/01/1978  
Nationality : Bangladeshi by birth  
Marital Status : Married  
Religion : Islam  
Height : 5'7"  
Blood Group : AB+

**Reference: 1****Mohammad Abu Eusuf**

Project Controls Manager

Sing Power Limited, Baridhara DOHS, Dhaka

Phone: 01879601079

**Reference: 2****Nurul Mottakin Bhuiyan PPM (Bar)**

ASP, Dhaka Metropolitan Police,

Dhaka

Phone: 01711052040

I, hereby declare that the above-mentioned details are true to the best of my knowledge.

Place: Bangladesh

Yours Sincerely,

(Md. Bakhtiar Uddin)