

Resume Of Mafia Islam Moly



MAILING ADDRESS

House:10, Road: Soyed ali munshi
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CAREER OBJECTIVE

To obtain a challenging position for long term career goal in a commercial private organization, where the scope is available to utilize my knowledge, potentiality and adaptability to do something innovative and from where I will be able to enhance my knowledge and skills.

EMPLOYMENT HISTORY

- Work as a Support Officer in Banglalink from February 2020 to ongoing.
- Work as an Accounts Manager in Morich (Sister concern of ARKO) from December 2019 to January 2020.
- Work as a Monobrand Officer in Banglalink from February 2018 to November 2019.

Work Experience

1. Inventory Management:
 - Sales Record Keeping
 - ensure capture of purchase products details at customer level
 - enter sales invoice into system
 - Stock Management
 - monitor stock position and ensure safety stock quantity
 - carry on sufficient recharge amount to meet customer demand from the center
2. E-Commerce Project:
 - Digital Engagement Tracking & Response to Customer query
 - check customer engagement & interaction on e-commerce & Digital campaigns with handset brands > response to customer query & report preparation
3. PnL Management:
 - Business Planning
 - estimate monthly product & service sale
 - monitor daily offtake vs. target sales and measure productivity
 - Estimate and Control Expenses

- asses' monthly expenditure for staff salary, office rent, utility bill etc.
- track daily actual expense vs. planned expense and control excess operating cost by raising flag and escalation

4. MTD vs LMTD:

- Monitor Device Offer Uptake Performance
 - prepare data by collecting from system & populate MTD vs LMTD Device offer uptake report

5. Business Activity:

- Payable Collection Management
 - Accumulate Daily Center collection against connectivity, service and recharge sales
 - Perform accurate system entry on daily collection from customers
- Bank Payment Management
 - on time bank payment & reduce Center liability of excessive cash
 - reconcile daily and monthly sales collection vs. bank payment

6. Evolve as independent Entrepreneur through driving online business focusing boutique and cosmetics (March 2017 to January 2018):

- Major Achievements
 - Sourcing and back word supply integration planning with a capital of 2,000TK and raise to 60,000tk in a year
 - Create markets on Facebook.
 - Taking Order and develop a customer base by fulfilling their demand on time
 - Managed delivery partner to deliver product at customer premises and collect money properly.
 - reconciled end of day and end of month order placement vs. actual sales vs. payment settlement

Project experience

- Worked in position of Teller while performing 4 months long internship at Janata Bank Ltd. (October 2016 - January 2017)
 - Data Management
 - collect data related to daily financial transactions covering withdrawal, deposit & transfer
 - enter daily transactional data into system against each customer account and assist on closing
 - Cash Management:
 - record cash in, secure fund through cyclic reconciliation and handover to treasury
 - conclude daily closing balance and help increase liquid fund to start with next day operation

COMPUTER SKILLS

- Have Knowledge on Computer Fundamental Courses (MS Word, MS Excel, MS PowerPoint, Internet Browsing)

ACADEMIC RECORDS

BBA (Bachelor of Business Administration)

2012-2017

CGPA: 3.76

Major: Accounting

Asian University of Bangladesh

Dhaka, Bangladesh

Higher Secondary Certificate (H.S.C)

2012

GPA: 4.50

Group: B. studies

Pubail Adarsha Degree college

Dhaka, Bangladesh

Secondary school Certificate (S.S.C)

2010

GPA: 3.63

Group: B. studies

Pubail High School

Dhaka, Bangladesh

PERSONAL DETAILS

Full Name	Mafia Islam Moly
Father's Name	MD. Halim Bhuiyan
Mother's Name	Jesmin Begum
Date of birth	05/06/1994
Marital Status	Married
Religion	Islam
Citizenship	Bangladeshi by birth
National ID	7766596774
Blood Group	A (negative)
Gender	Female
Height	5 Feet 4Inch.
Weight :	55 Kg
Permanent Address	House:10, Road: Soyed ali munshi Noagaon Tongi, Ward: 46 Gazipur City Corporation
Present Address	House:10, Road: Soyed ali munshi Noagaon Tongi, Ward: 46 Gazipur City Corporation

Development & Activities

- Have the ability to adopt any new task very quickly and work individual as well as a team.
- Attentive listener.
- Have fluency in sharing and expressing ideas to others.
- Have good impersonal communication skill and fluency in communicative English.

JOB CAPABILITIES

- Strong motivation and commitment for work.
- Ability to cope with any people & environment.
- Valuable part of good team.

- Maintaining good relationship with the client and relevant work.
- Ability to adopt myself in any type of administrative work.
- Cash and Inventories handling.

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	Native	Native	Native

Perceive Strength

- Able to work under challenging environment and in a team environment.
- Willing to learn, willing to work, Proactive thinking result oriented can do attitude.
- Self-motivated & Confident.

Reference

Pervez Mahmud

Sr. Manager Banglalink

Mobile: +8801911-310813

Signature: Mafia Islam Moly

Date: