

Resume of

MOHAMMAD ABDULLAH ANSARY

House# Shimul, Flat# B/4, Offices Quarter

Livestock Research Institute, Mohakhali, Dhaka

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Objective:

Being in a responsible position of a national or international organization and develop own as well as the organization.

Summary of Professional Excellence:

Possesses great organizational skills and can manage a large staff. Proven success of developing and executing core initiatives. Keep up to date in any changes in the trends and technical aspects. Ability to function as an integral member of a cohesive team. Excellent communication skills.

Professional Background:

Assistant Manager, Commercial & Supply Chain

Haychem (Bangladesh) Ltd. (The world of Hayleys, Srilanka) Jan 2019 to Continuing

- ✓ All sorts of Commercial Activities
- ✓ Purchase of production & Packing materials
- ✓ Communicate with Vendors, give them PO and making sure the availability of packing materials in time.
- ✓ Development of new packing materials.
- ✓ Administrative support to the company
- ✓ Documentation of corporate affairs documents.
- ✓ Maintain Supply chain management.
- ✓ Support of LC related job.

Manager, HR, Admin & Commercial

Bioscience Agrochem Ltd

July 2011 to Dec 2018

- ✓ All sorts of Commercial Activities
- ✓ Purchase of production materials
- ✓ Communicate with Vendors and give them PO and making sure the availability of packing materials.
- ✓ Look after Inventory Management and update to Managing Director as necessary.
- ✓ Maintain Supply chain management.
- ✓ Documentation of company all documents.

- ✓ Organizing all packing materials and requisition them to vendors as Forecasting.
- ✓ Prepare Production plan and product allocation to different depot according to sales target and forecasting discussion with management.
- ✓ All kinds of LC related job.
- ✓ All sorts of administration task required by the company.
- ✓ Recruit potential employees for the company.
- ✓ Finding of problems from different sides and setup for solution.

Coordinator cum Admin officer.

Won Eng and Agricultural company Co, Derna-Libya

April 2008-Feb2011

- ✓ Preparing of Daily Inspection Sheet and other materials regarding Inspections.
- ✓ Documentation of important company documents.
- ✓ Liaison with Libyan government and other departments.
- ✓ Planning and implementation of agricultural plants.
- ✓ Responsible for recruiting, supervising and supporting various nationalities staff.
- ✓ Taking the daily attendants, preparing the timesheet of daily staffs and distributing salary to the workers and staffs.
- ✓ Preparing of daily reports to the Construction Manager.
- ✓ Look after vehicle using by the department.

Academic Background:

MBA	: 2013, Prime University.
Result	: CGPA 3.78 out of 4 scale.
B.Sc. Ag (Hons)	: 2005. Bachelor of Science in Agriculture, Sher-e-Bangla Agricultural University, Sher-e-Bangla Nagar Dhaka-1207.
Result	: Second Class.
H.S.C	: 1998, Govt. M.M. University College, Jessore, Jessore Board.
Result	: 2nd Division.
S.S.C	: 1995, Sara Marwari High School, Ishwardi, Rajshahi Board.
Result	: 1st Division.

Personal Detail:

Father's Name	: Mohammad Atiar Rahman
Mother's Name	: Ainur Nahar
Date of Birth	: 1 st August, 1980
Sex	: Male
Blood Group	: B ⁺ Positive.
Nationality	: Bangladeshi (By Birth)
Religion	: Islam

Height : 1.64 m
Weight : 64 kg
Marital Status : Married
Permanent Address : Village-Dormutia, P.O- Natun Mulgram, Upazila- Keshabpur,
District: Jassore.
Mailing Address : ansary.abdullah@gmail.com
Mobile : 0088 01712 255027

References:

Brdg Gen. Saifullah Ansary (Rtd)
Project Director
ST Directorate, QMG branch
Army head quarter, Dhaka cantonment
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K.M. Firoz Ahmed
CEO
Fasal Agro Industries Ltd.
Cell: 01730089700



Mohammad Abdullah Ansary