

MD Shahadur Rahman



Permanent : Labli Mansion, Tower Moor, Vill: Najar
Pur, Ward: 02, P/O: Din Monir Hat, P/S: Sadar, Zip
Code: 3830, Noakhali.



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Career Objective

To work in the Business Sector of a different **local or multinational** company of Bangladesh, in its **Supply Chain: Store/Warehouse, Logistics Operation Department** and **grow rapidly** with increasing **responsibilities**.



Personal Details

Father's Name	:	Md. Jamal Uddin	Blood Group	:	O+
Mother's Name	:	Shaheen Akhter	Religion	:	Islam
Date of Birth	:	20-October-1992			
Nationality	:	Bangladeshi (by born)			
Marital Status	:	Single			



Experiences

Officer

(Store/ Material Control
Department)
Park (Bangladesh) Company Ltd
(05-01-2018 to Present)
**Store/Material Control
Department**
KEPZ
Reporting to:
Mr. JH Kim
(Head of MCD & Purchase)

Responsibility:

- Preparing **MRR, Bin Card, Trim Card**.
- Handle **Chemical & inventory** as per **SOP**.
- Prepare **Monthly Inventory** report Category wise.
- Every types of Material **received** as per material purchase order.
- Prepare **stock inventory**, Product **in, and out** report.
- Maintain stock according to **FIFO**
- **GR & GI** with ERP Posting.
- Prepare **Monthly stock & Weekly stock** report.

Jr. Executive

(Store & Inventory)
Bangobandhu Memorial Hospital
(16-01-2017 to 26-12-2017)
Store Department,
Foy's Lake, Chittagong.
Reporting to:
Mr. Ziaur Rahman
(Store-In-Charge)

Responsibility:

- Receive **incoming goods**.
- **Inventory** of goods
- **Issue and dispatch**
- Maintenance of **stock records (Daily, Weekly, Monthly)**
- Make entries **Bin (stock) cards** promptly
- Ensure that rules and regulations relating to **physical custody and preservation** of stores.



Educational Qualification

International Islamic University Chittagong
(IIUC), Kumira, Chittagong.

MBA in Major: **Supply Chain Management**.

Graduated in 2018 with a CGPA **3.39** out of **4.00**

University of Information Technology and
Sciences (UITS), Baridhara, Dhaka.

BBA in 1st Major: **Marketing**
2nd Minor: **H.R.M**

Graduated in 2016 with a **3.22** CGPA out of **4.00**



Training and Workshop

- 1. Day Long Fire Safety at Park (Bangladesh) Company Ltd:** The common cause of the Fire, what to do if a fire breaks out, How to use fire extinguishers, Emergency evacuation procedures.
- 2. Business Communication at UITTS:** Official letter, Report writing, Presentation skills, Email Communication.
- 3. HBV Prevention Program at World Vision:** Control the transmission of HBV .Reduce the Mortality caused of this diseases. Provide free treatment the poor. Educate and create awareness about the mode of transmission of disease.
- 4. HIV/AIDS Prevention Program at World Vision:** Identify key population at greatest risk of HIV infection .I know the importance of understanding the local context in planning prevention activities .Understand the role of specific interventions for key populations in the HIV response.



Extra-Curricular Activity

- 1. Photographer:** Generous Photography
- 2. Founder:** IIUC English Conversation Club
- 3. Organizer** 3 days Blood Donate Campaign in South Patenga, Chittagong and Active member of CTG Blood Bank.
- 4. Volunteer** at Business Promotion Day at University of information technology and sciences (01-July-2017).
- 5. Volunteer** at 2nd Convocation University of information technology and sciences (03-April-2014).
- 6. Participating** Debate on Inter-University Competition. (02-February-2013).



Language Proficiency

1. Mother Tongue: **Bengali**
2. Fluent and Full Working Knowledge: **English**
3. Good Knowledge in **Hindi, Urdu** language



Computer Skills

Microsoft Word
 Microsoft Power point
 Microsoft Excel
 Bangla Writing
 Premier Pro (Video)
 Photoshop Adobe
 ERP Software
 Email Communication



Reference

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 Park (Bangladesh) Company Ltd
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Md Alah Uddin
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 International Islamic University Chittagong
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Signature

Date: 09-January-2021

Md Shahadur Rahman