

MD. MUKTU MIA

Vill : Pacher, P.O: Gog bazaar , P.S: Kendua, Dist: Netrokona.

Email: muktu774308@gmail.com, Cell: +01929-774308.



OBJECTIVE

To build up career in a reputed organization which provide dynamic environment to work and where my educational knowledge can be utilized effectively to step up with the modern competitive world. Looking for a challenging position to occupy my analytical skills although being take care of my tracking fields & successful career.

SPECIAL QUALIFICATION :

Strong Communication Skills

Self-Motivated

Hard Worker & Target Oriented.

Quick Learner

Driver Convince with few time

Talented in problem solving and office system design

Statistical Modeling and ROI Analyses

EMPLONT HISTORY :

Total Year of Experience: 7 Years 4 Month

1. Transport Officer (5Jan, 2015-31 March 2020)

Shah Cement Industries Ltd. Abul Khair Group, Department road transport Division at Mukterpur, Munshiganj.

Duties! Responsibilities

- ✓ Driver & Helper Monitoring
- ✓ Prepared Salary Driver & Helper
- ✓ Prepare the daily movement Report of product transport vehicle.
- ✓ Ensure Loading and Unloading just Time.
- ✓ Responsible of maintenance of vehicle with the help of maintenance engineer.
- ✓ Marketing Communication & Respond Build Up.
- ✓ Road Workshop & Factory Workshop Related Communication.
- ✓ Vat Challan monitoring and factory out purpose Assist.
- ✓ Daily vehicle tracking.
- ✓ Daily vehicle manintence and monitoring of repair work.
- ✓ Ensure vehicle documents renewel from BRTA.
- ✓ Taking proactive actions to ensure all vehicle Related documents.

2. SELES REPRESENTTATIVE (1 Dec, 2012-2015 Jan 1) PRAN RFL GROUP

Company Location : Middle Badda, Dhaka-1212
Department : Sales
Duties/Responsibilities : Order Collection & Merchandising

EDUCATION:

Bachelor of Social Science (BSS)

Result Obtained : 2nd Division
Institution : Kendua Govt. College (Under National University)
Passing Year : 2015

Higher Secondary Certificate (H.S.C)

Result Obtained : GPA-2.80
Year of Passing : 2012
Group : Humanities
Board : Dhaka
Institution : Kendua Degree College

Secondary School Certificate (S.S.C)

Result Obtained : G.P.A-2.63
Year of Passing : 2010
Group : Humanities
Board : Dhaka
Institution : Khaguri High School.

LANGUAGE :

Excellent Writing and Oral Commnunication Skills in English & Bengali,

PERSONAL INTERST :

Drawing, Watching Drama, Reading Magazine, Reading Booka, Travelling.

COMPUTER SKILS :

Microsoft Office, Net Browsing.

BIOGRAPHY :

Name : Muktu Mia
Father's Name : Kasu Mia
Mother's : Shamsunnar
Date of Birth : 01 January 1994
Nationality : Bangladeshi (By Birth)
Religion : Islam
Marital Status : Married
Sex : Male
Blood Group : B+e
Permanent Address : Vill : Pacher, P.O: Gog bazaar , P.S: Kendua, Dist: Netrokona.
Hight : 5'5"
Wight : 65
NID No : 19947214774000232
Present Address : Vill : Khal-East, P.O: Munshigoaj,
P.S: Munshgonj, Disct: Munshigonj.

DECLARATION :

I, the under signed, declare that the information specifided in this CV is true to the best of my belief & knowledge and correctly describes me andmy experience.

Reference

(1) Md. Mashequr Rahman Khan

President at Bangladesh Society for Human Resource Management.

Board Member (APFHRM), Chairman and Chief Consultant at PTDCA.

Mobile No: 01790-444455, 01623-919534, Email: mashequrrahmankhan@yahoo.com.

(2) Md. Mustafizur Rahman Senior General Manager , Shah Cement Industries Ltd.

(3) (A Unit of abul Khair Group)Operation, Cell: 01711-563337, Email-
mustafiz@abulkhirgroup.com



Signature