

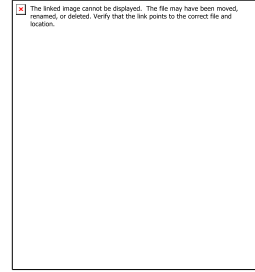
## MUHAMMAD TAREQ HASAN



2/b, #Ho13, #road 12, purbo Nondipara,Khilgao,Dhaka, Khilgaon, Dhaka

01672943418

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### **Career Objective:**

Pursuing a factory assistant incharge position in which my skills, special training, and experience will positively impact the organization in meeting end goals.

### **Career Summary:**

Strong accomplished experience in stores management Deep knowledge of Stock Management, Solid understanding of Material Storage Techniques & Part Identification Good relational, communicating skills Remarkable ability to Improve Transparency of Stores

### **Special Qualification:**

Innovative Methods to simplify works easy.

### **Employment History:**

**Total Year of Experience:** 10.3 yrs

#### **1. Factory asst. Incharge (3.6 yrs)**

(1 Mar 2021 - 10 Sep 2024)

#### **Puro Foods Ltd. (Puro Pastry & Bakery)**

Area of Expertise:

Distribution (3.5 yrs), ERP Software (2.3 yrs), Inventory Management (2.3 yrs)

#### **Duties/Responsibilities:**

Inventory, purchase, ERP Transaction, Distribution.

#### **2. Store Officer (4.5 yrs)**

(4 Apr 2016 - 30 Sep 2020)

#### **Drug International Limited**

Area of Expertise:

Delivering products (1.4 yrs), Production activity (1.4 yrs), Purchase Department (1.4 yrs)

#### **Duties/Responsibilities:**

Maintain Production chain management.

### **3. Junior Assistant Manager (2.2 yrs)**

(5 Jan 2014 - 1 Mar 2016)

#### **Aladin Hotel & Chinese Restaurant.**

##### Duties/Responsibilities:

Maintaining store ledger, Materials consumption reporting, Preparing purchase requisition, Taking charge of Cash and reimbursement, Responsible for daily, weekly & monthly cash flow reports to the higher Authorities.

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Business Administration (BBA)	Marketing	International University of Business Agriculture and Technology	Second Class	2016	4 Years	BBA Certificate.
HSC	Commerce	BAF SHAHEEN COLLEGE, DHAKA	First Division	2010	2	-
SSC	Commerce	SHAFIUDDIN SARKER ACADEMY AND COLLEGE.	First Division	2008	2	-

#### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Web Development	Python, Django, SQL, Bootstrap, HTML, CSS	Bohubrihi	Bangladesh	Dhaka	2021	6 Months
Junior Assistant	Customer Relationship Management.	Mutual Trust Bank Limited.	Bangladesh.	Tongi.	2016	4 Months.

#### **Professional Qualification:**

Certification	Institute	Location	From	To
ISO	Puro pastry and Bakery	Shekhar jayga nandipara khilgao Dhaka	October 1, 2023	October 1, 2023
HACCAP	Puro Pastry and Bakery	Shekher jayga Nandi para Khilgao	April 1, 2023	April 1, 2023
Payroll Management	Online Platform	Dhaka	August 11, 2022	August 20, 2022

Python + Django	Bohubrihi	Dhaka	April 1, 2021	September 1, 2021
HTML5, CSS3 & Bootstrap 5 For Web Development	Bohubrihi	Dhaka	March 25, 2021	April 7, 2021
junior. Executive	Bestway Group	Banani	March 3, 2016	May 22, 2017

## **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Preferred Job Category : Production/Operation,Commercial  
 Preferred District : Dhaka  
 Preferred Organization Types : Market Research Firms

## **Skill:**

Fields of Skill	Description
<ul style="list-style-type: none"> <li>Distribution/ Supply Chain Management</li> <li>Delivery Management</li> <li>Material Receiving</li> <li>Internal Auditing</li> <li>payroll management</li> <li>Preparing Salary Sheet</li> <li>Cash Management</li> <li>Administration</li> <li>Employee Management</li> </ul>	<p>As a supervisor, I was involved in Internal auditing at large. I was directly involved in supply chain management though-out between the production and supplier departments. I evaluate the required materials and report to the higher authorities. In the recent past, I was certified at Bohubrihi.com for web development, where I learn to build blogging sites, Social media sites, E-commerce websites on my own. Now I am working with React Native for front-end development.</p>

## **Extra Curricular Activities:**

Typing speed up to 55/60, MS Word, MS PowerPoint  
 Planting.Regular Blood Donator.

## **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla,English	High	High	High

## **Personal Details :**

Father's Name : S M Shirajul Islam  
 Mother's Name : Monowara Begum  
 Date of Birth : 13 Dec 1992  
 Gender : Male  
 Height (Meter) : 5.8  
 Marital Status : Married  
 Nationality : Bangladeshi

Religion : Islam  
Permanent Address : 2/b, #Ho13, #road 12, purbo Nondipara,Khilgao,Dhaka, Khilgaon, Dhaka  
Current Location : Dhaka  
Blood Group : AB+

### **Reference (s):**

Name : Adv. Mohsina Parvin  
Organization : Bangladesh Supreme Court  
Designation : Advocate  
Primary Mobile No : 01918662231  
Primary Email : mohsinamoni576@gmail.com  
Relation : Professional

