

Md. Arifuzzaman

Address: 79/3, East Bashabo, Sabujbagh, Dhaka-1214

Mobile: 01812741038

E-mail: arif100512@gmail.com

**CAREER OBJECTIVE:**

To build a career in a growing organization where I can get the opportunities to prove my abilities by accepting challenges. Also, I want to use my skills in the best possible way for achieving company and personal goals.

ACADEMIC QUALIFICATION:

Degree	Institute	Result	Passing Year
Masters of Business Studies (Accounting)	Habibullah Bahar University College	2 nd Division	2013
Bachelor of Business Studies (Accounting)	Habibullah Bahar University College	3 rd Division	2012
Higher Secondary Certificate (Commerce)	Daffodil International College	GPA: 2.90	2008
Secondary School Certificate (Commerce)	KPB High School & College	GPA: 3.19	2006

EXPERIENCE:

Company Name	Designation	Duration
Rancon Motorbikes Ltd.	Data Entry Operator (SCM Warehouse)	3rd March, 2020 to Continue

Responsibilities:

- Make delivery plan
- Bike production & delivery by ERP Software (IFS) for backlog project
- Ensure daily delivery both physically and ERP Software (PMS) in factory operation
- Prepared bike registration documents for BRTA
- Maintain register for Vat 6.1, 6.2, 6.3 and 6.5

Company Name	Designation	Duration
Probashi Palli Group (Land Project)	Jr. Executive	1 st February, 2018 to 30 June, 2018

Responsibilities:

- To contact with client via telephone and email for land selling purpose
- To visit the client end after fixing the meeting and convince the client for land buying
- To create a daily report and inform to the superior

Company Name	Designation	Duration
ACI Ltd. (Consumer Products)	Computer Operator	1 st May, 2017 to 31 st January, 2018

Responsibilities:

- To maintain ERP Software (BOOM) for day to day consumer products transaction
- To up the product's stock in the software which was given from the company warehouse
- To create invoice regarding market demand and gave it to the marketing team
- To create a monthly consumer products report and inform to the superior

COMPUTER HARDWARE AND SOFTWARE SKILLS:

- Fluent in Microsoft Office application
- Full working knowledge of different software
- Fundamental operation of computer and internet browsing
- Computer assembling and maintenance
- Installation of operating systems and software
- Installing software and application to user standards

LANGUAGE SKILLS:

Language	Proficiency
Bangla	Native proficiency
sEnglish	Professional proficiency

PERSONAL DETAILS

Father's Name: Md. Helal Uddin

Mother's Name: Rabeya Begum

Date of Birth: 11 August, 1990

Nationality: Bangladeshi

Blood Group: A (+ve)

Religion: Islam

Marital Status: Unmarried

Permanent Address: 79/3, East Bashabo, Sabujbagh, Dhaka-1214

REFERENCES:

Name	: Mohammad Bin Syed Polin	Md. Shohidul Islam
Organization	: Sonali Bank Limited	BSRM Steels Limited
Designation	: Principal Officer	Team Member, Marketing
Address	: Sylhet Corporate Branch, Sylhet-3100	104/1 Bir Uttam Samsul Alam Road, Nasir Uddin Towe, Dhaka-1205
Mobile	: 01671678864	01755545909
E-Mail	: syedpolin_bd@yahoo.com	shohidul.islam@bsrm.com