



IMRAN HUSSAIN

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Career Object:

A challenging position in the esteemed organization which promises professional & independence, where my knowledge and experience will be utilized fully for attaining the goals of the organization and in return. I would be benefited with self-development and enriched with more skills and experience.

Professional Experience:

4) Executive (Logistics Operations)

Company Name : Zodiac Logistics Limited (Confidence Group)

Dates of employed : January 20, 2019 - Present

Location : UTC Building (Level-6), 08, Panthapath, Kawran Bazar, Dhaka-1215.

Responsibility :

- Logistics Operation & Prepare cargo loading plan.
- Communication with ocean carriers and Vendors.
- Maintain the records of shipment details separately.
- Follow-up shipment payment process and maintain pending payment records separately.
- Follow-up Bangladesh Shipping law.
- Maintaining good vendor relations and negotiating contracts & Forecasting, Preparing plans for the purchase of equipment, services, and supplies.
- Manages the team in a manner that supports a positive work environment. Leads problem-solving activities for the shipping department as necessary.
- Provides leadership in improving operating efficiencies, such as problem resolution, manages complexity and strives to be proactive.
- Achieves established customer order fill rates. Manages all shipping and receiving for the plant. Assures accurate on-time shipping and receiving of finished goods, work-in-process, raw materials and waste.
- Develops, maintains, and delivers team member feedback constructively and performance evaluations to provide personal growth and enhance team capabilities.
- Provides ongoing leadership to plant operations and warehouse employees to ensure employee safety, quality and delivery performance for the plant.
- Update computer and hard copy file systems on a weekly basis.

3) Office Executive

Company Name : Jericho Imex Limited

Dates of employed : July 2018 to January 17, 2019

Location : DAG No-1726 & 856, Montree Bai Road, South Shalna, Gazipur-1703

Responsibility :

- Office Management.
- Check inventory records for accuracy, Keep records of items shipped, received, or transferred to another location.
- Find, sort, or move goods between different parts of the business.
- Compile reports on various aspects of changes in production or inventory.
- Product shipment packing list.

2) Administrative & Business Executive (Purchase)

Company Name : SixTrack Company Limited
Dates of employed : Dec 2015 to June 2018
Location : H-96(3rd Floor), Bir-Uttam Ziaur Rahman Road, Banani, Dhaka-1213
Responsibility :

- Products Sourcing, Products Pricing ,Purchasing & L/C & Corporate Marketing
- Maintain fruitful relationships with clients and address their needs effectively.
- Research and identify new market opportunities.
- Oversee the sales process to attract new clients.
- Work with senior team members to identify and manage risk.

1) Admin Assistant

Company Name : SixTrack Company Limited
Dates of employed : Jan 2013 to Nov 2015
Location : H-96(3rd Floor), Bir-Uttam Ziaur Rahman Road, Banani, Dhaka-1213,
Responsibility :

- Answer and direct phone calls.
- Organize and schedule meetings and appointments.
- Maintain contact lists, Distribute and store correspondence (e.g. letters, emails and packages). Update office policies as needed& maintain and update company databases.
- Manage office supplies stock and place orders.
- Products Sourcing.

ICT Qualification

Microsoft Office Package : MS Word, MS Excel, MS Power Point
Graphic Design : Adobe Photoshop & Illustrator
Affiliate Program : Cost Per Action (CPA) Marketing
Internet : Browsing, Email Marketing

Academic Qualification

Masters of Social Work (MSS)

University : University of Dhaka
Passing Year : 2014

Bachelor of Social Work (BSS)

University : National University
Passing Year : 2012

HSC (Business Studies)

Board : Barisal Board
Passing Year : 2009

SSC (Dakhil)

Board : Madrasah Board
Passing Year : 2007

Personal Information:

Name : **Imran Hussain**
 Father's Name : Jahangir Howlader
 Mother's Name : Shewli Begum
 Date of Birth : 30th Dec. 1992
 Nationality : Bangladeshi (by birth)
 Marital Status : Married
 Home District : Barisal
 Sex : Male
 National ID Card No. : 1904672498
 Passport No. : BE0780402

Permanent Address	Present Address
Village : Edilkati Post : Shikarpur Police Station : Babuganj District : Barishal	Confidence Cement Limited, 05 No. Jetty, Sadarghat, Chattogram, Bangladesh

Language Skill:

Bangla	Spoken (Excellent)	Reading (Excellent)	Writing (Excellent)
English	Spooking (Good)	Reading (Excellent)	Writing (Excellent)

Reference:

Reference: Previous Employer	Reference: Previous Employer	Reference: Educational
Md. Kamrul Islam Managing Director SixTrack Company Ltd. H-96 (3 rd Floor), New Airport Road, Banani, Dhaka-1213 Call No. +8801820-027544	Mohammad Zakir Hossain Deputy Manager Fiber@Home H#8/B, R# 1, Gulshan-1, Dhaka- 1212 Call No. +8801844-006745	Shuvash Chondra Pal Professor Index No. 400509 Sher-e-Bangla Degree College, Barisal Call No. +8801718121784

Declaration:

All the information mentioned above is true and if any forged information is found, I **Imran Hussain** will be liable for that and admit to take any punishment in future.

Thanks & Regards



Imran Hussain