

# Md. Mursalin Talukder

Holding No-956, Ward No-6, Area-Rajbari+Rajbati, Dinajpur-5200

Cell Phone : 01712778411 / 01717298309

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## **Career Objective:**

To develop my career as a successful professional in a growth-driven organization and grow rapidly with increasing responsibilities. I have the ability to develop and manage relationships across the company based on trust, teamwork and knowledge

## **Special Skills**

- Goal oriented
- Good communication skill
- Well organized and able to prioritize work loads
- Ability to maintain service excellence and positive attitude under pressure

## **Job Experience:**

**Company name :** Akij tobacco company limited - Akij Group.

**Address :** Monthana , Rangpur .

**Post :** Procurement Officer.

**Employment period :** 1<sup>st</sup> April 2017 to continue.

## **Job Responsibilities:**

1. Create quotation from requisitions.
2. Obtain price quotes from multiple suppliers.
3. Consult and negotiate with vendors to obtain product or service information such as price, availability and delivery schedule.
4. Prepare purchase order of bid requests.
5. Issue purchase order to suppliers and confirm the exact requested product, its delivery date and quantity.
6. Maintain procurement records such as items or services purchased costs, delivery, product quality or performance and inventories.
7. Approve a budget against purchase order from accounts and withdraw money from cash department.
8. Discuss defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and takes corrective action.
9. Process receipts and invoices for payment.
10. Expedite delivery of goods to users.
11. Submit bills in accounts department with a copy of quotation and purchase order.
12. After processing in accounts adjust the bill in cash department against the withdraw money.
13. Run report to help determine needs.
14. Oversee foreign purchase.

### ***Training:***

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**6 Months Computer Operation** Course under **Bureau of Manpower, Employment & Training.**  
**Address :** Mathasagor, Dinajpur.

### ***Educational Qualification:***

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#### ***Masters of Business Studies (MBS)***

**Major** : Accounting.  
**Institution Name** : Dinajpur Govt. College (Bangladesh National University) .  
**Result** : Second Class .  
**Date of Graduation** : 2011.

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#### **Bachelor of Business Studies (Honours 4 Years)**

**Major** : Accounting.  
**Institute Name** : Dinajpur Govt. Collage (Bangladesh National University).  
**Result** : Second Class.  
**Date of Graduation** : 2010.

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#### **Higher School Certificate (H.S.C.)**

**Major** : Since.  
**Institute Name** :. Dinajpur Govt. College.  
**Result** : Second Class.  
**Date of Graduation** : 2006.

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#### **Secondary School Certificate (S.S.C.)**

**Major** : Since.  
**Institution Name** : Dinajpur Zilla School .  
**Result** : First Class .  
**Date of Graduation** : 2004.

### ***Language Proficiency:***

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Fluent in English and Bengali. Introduction in chinese . Conversation level in Hindi.

### ***Extra-Curricular Activities:***

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- Have played different level of cricket; under 19, 1<sup>st</sup> division, 2<sup>nd</sup> division, inter school cricket matches.
- Have played different level of football matches.

### ***Computer Skills:***

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Have proficiency & sound knowledge on Microsoft Word, Microsoft Excel, Microsoft Power Point and Well versed on the content of the Internet.

**Personal Information:**

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**Father's Name** : Md. Luthfor Rahaman Talukder.  
**Mother's Name** : Mst. Zinnatun Nesa .  
**Date of Birth** : 1<sup>st</sup> December 1989.  
**Permanent Address** : Holding No-956, Ward No-6, Area-Rajbari+Rajbati, Dinajpur-5200.  
**Marital status** : Married.  
**Nationality** : Bangladeshi (by birth).  
**Hight** : 5'11".  
**Blood Group** : A+.  
**Religion** : Islam .  
**Sex** : Male  
**NID NO** :5054782049

**Reference:**

**Name:** MD Everest.

**Designation:** Manager (Procurement).

**Organization :** Akij Tobacco Company.

**Email:** Akijeverest@gmail.com

**Relation:** Professional.

**Mobile:** 01718413887

**Address :** Akij Tobacco Company, Monthana, Rangpur.

I, hereby, declare that the information stated above is correct to the best of my concern.

Sincerely yours



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**Md. Mursalin Talukder**