



# Rakib Dewan

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- [rakib-dewan-94830a1a5](#)

## ABOUT ME



### Business Graduate

Through a creative and curious mind, I want to work in an organization where a strong sense of responsibilities and willingness to learn are valued; where job experience would help me in the advancement of my career. I believe I can cope up with any situation, with experience at some department based organization; I have the quality to work as a team.

## EDUCATION



### Bachelor of Business Administration, *Management*

**AKM Rahmatullah University & college** CGPA 3.06 out of 4.00  
Dhaka Bangladesh

### Higher Secondary Certificate, *Business*

Habibullah Bahar University & college Passed, 2013  
Dhaka, Bangladesh GPA 4.50 out of 5.00

### Secondary School Certificate, *Business*

Badda Alatunnesa Higher Secondary School Passed, 2011  
Dhaka, Bangladesh GPA 4.06 out of 5.00

## WORK EXPERIENCE



**Niloy Motors Ltd. (Nitol Niloy Group)**  
( December 1, 2019 - Continuing)  
**Department : Amaar Hero Logistics**

#### *Position- Jr. Officer*

- Strategically plan & Maintaining Logistics Operation.
- Managing Inventory Management/ Store management.
- Maintaining Communication with Dealers all over in Bangladesh of Amaar Hero.
- Maintaining Amaar Hero Daily operations.
- Supply Chain Management.
- Distribution.
- Tracking of quality, quantity, stock levels, delivery times, transport costs, and efficiency.
- Maintaining Quality throughout the logistic processes.
- Resolving any arising problems or complaints.
- Checking all types of Meeting costs, Convenience Bill, Vendor bill, productivity, accuracy, and timeliness targets.
- MIS & reporting.

**HUNGRYNAKI.COM**  
Department: Customer Relationship  
( March 1, 2019 - August 31, 2019)

#### *Position- Executive*

- Dealing with customer requirements and providing services as per communication.
- Receiving customer complaints input those in the system for necessary measures and provide them information about the resolution of the complaint.
- Confirm Customer orders in our system.
- Checking Customer Adders, payment Details (Bank, Bkash, Rocket, Cash)
- Confirm an Order at a restaurant.
- Finish all work in 3 minutes.

## ACHIEVEMENTS



- Achieved the Best Performance Award at Hungynaki
- First Runner Up at IGLOO Marketing Fest

## COMPUTER PROFICIENCY



### Operating Systems

Windows ●●●●●

### Software

Microsoft Word ●●●●●

Microsoft Excel ●●●●●

Microsoft PowerPoint ●●●●●

## LANGUAGES



Bengali ●●●●●

English ●●●●●

## INTRESTS



- Reading
- Traveling
- Music

## SKILLS



- Team oriented and results driven
- Leading Team
- Public Relations

## PERSONAL



Father's Name: Rashid Dewan  
Mother's Name: Nurun Nahar  
Birthday: 24 June, 1995  
Gender: Male  
Marital Status: Single  
Nationality: Bangladeshi

## MYADDRESS



**Existing:** Road 19, House Number 24, North Badda, Dhaka -1212  
**Permanent:** Road 19, House Number 24, North Badda, Dhaka -1212

## REFERENCES



### Kamrujjaman Topu

Database Developer  
Transcom Limited



0175-0303954



[cmt.topu@gmail.com](mailto:cmt.topu@gmail.com)

**Mustakim Ahammad**  
Supervisor (Legal & Govt.  
Affairs)

Nitol Motors Ltd.(Nitol Niloy  
Group)



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