



CURRICULUM VITAE

WASIM ADNAN

PROFILE

To secure and challenging position in a reputable organization to expand my learnings, knowledge, skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

CONTACT



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Sitakundu, Chattogram

HOBBIES



Photography



Reading



Music



Writing

EDUCATION

International Islamic University Chittagong

MSS in Economics & Banking

Passing Year: 2020

CGPA: 3.47 out of 4

International Islamic University Chittagong

BSS (Hon's) in Economics & Banking

Passing Year: 2018

CGPA: 3.53 out of 4

Chittagong Model School & College

HSC- Science

Passing Year: 2012

GPA: 4.30 out of 5

Victory Adarsha High School

SSC- Science

Passing Year: 2010

GPA: 4.63 out of 5

EXPERIENCE

BEXIMCO PETROLEUM Ltd.

Designation: Executive,

Department: Distribution, operations

August 2020 - Present

- ✓ Planning and Execution of distribution of cylinders as per delivery order
- ✓ Ensure timely Handover of Delivery Challan and Gate Pass for cylinder delivery. Maintain daily sales report.
- ✓ Coordinate with different departments and distributors for smooth operation

PERSONAL DETAILS

Father's Name: Md. Badiul Alam Chowdhury
Mother's Name: Fazilatun Nessa
Date of Birth: June 29, 1995
Nationality: Bangladeshi
NID NO: 5063581366
Home District: Sitakundu, Chittagong
Religion: Islam
SEX: Male
Marital Status: Unmarried
Blood Group: B+

STRENGTH

- Confident and positive, willing to accept responsibility.
- Willing to work for the best for an Organization.
- Open minded in adapting new and challenging situation.
- Able to work in a team and can maintain effective relationship.

LANGUAGE

- Fluent and Proficient both verbal and written in Bengali & English.

COMPUTER SKILL

- Efficient in Microsoft Office program like MS Word, MS Excel, MS PowerPoint, MS Access etc.
- Input all inventory system Raw material transfer, receive & issue working on ERP.

- ✓ Vehicle requisition as per requirements and ensure timely dispatch of cylinders from the plant
- ✓ Maintaining cylinder storage with receiving new cylinders, market returned cylinders, issuing refilled/package cylinder party wise
- ✓ Input and store materials with cylinder and LPG stock in the system. Issue and receive cylinders from different parties
- ✓ Manage consumable items as per usage. Maintaining EOQ for the items and send requisition for supply.
- ✓ Lead the team for smooth and efficient operation

PACIFIC JEANS Ltd.

Position: Internship

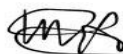
JULY 2018- OCT 2018

Key Responsibility:

- ✓ Under Project ready on Financial Performance Analysis

EXTRA CURRICULUM

- ❖ Actively Participant on 'Digital Security Agency' E-learning course on Digital Security Essentials to promote and Sponsored Under **a2i** held on April 3, 2020.
- ❖ Under General Secretary of Public Relations Youth Voice of Bangladesh, a nonprofit organization which mainly works for ensuring a better future of every poor people experiencing from Dec 2015 to Dec 31, 2016.
- ❖ Training on "Eco-Tourism for Sustainable Development" actively participated on Feb 7 to 9 on Saint Martin Island arranged by IIUC.



signature