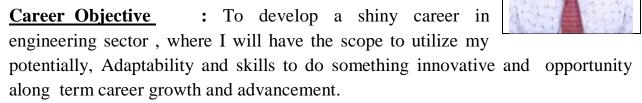
CURRICULUM VITAE Of

Md. Ariful Islam



Personal Information :

Name : Md. Ariful Islam

Father's Name : Md. Sherajul Islam

Mother'S Name : Beauty Begum

Date of Birth : 01/02/1995

Place of Birth : Sonargaon, Ragunathpur, Muktagacha

Sex : Male

Religion : Islam

Nationality : Bangladeshi

Mobile : 01930-945864

Height : 5'- 5.5 "

Weight : 70 kg

National Id No. : 7357852479

Marital Status : Married

E-mail : mdarifulislamarif4.94@gmail.com

Present & Permanent Address:

Md.Ariful Islam

C/O : Md. Sherajul Islam

Vill : SonargaonP.O : RagunathpurP.S : MuktagachaDist : Mymensingh

LANGUAGE PROFICIENCY

Have a good writing and speaking command in English and Bengali with good speaking.

Educational Qualification:

Degree : <u>Diploma In Mechanical Engineering</u>

Department : Mechanical Technology Result : 2.74 (on a scale of 4.00)

Duration : 4 Years Year of passing : 2016

Institute : Mymensingh Polytechnic Institute

Board : Bangladesh Technical Education Board

Degree : <u>Secondary School Certificate</u>

Department : Science

Result : 4.94 (on a scale of 5.00)

Year of passing : 2010

Institute : Sonargaon High School

Board : Dhaka

PERSONAL QUALITIES :

* Highly motivated and eager to learn new things.

* Strong motivational and team work ability.

* Ability to produce best result in pressure situation.

* Excellent communication skill in written and verbal both.

* Ability to work as individual as well as in group.

TRAINING

Training Title : Industrial Attachment Training

Institute Name : Shamim Enterprise Engineering Workshop

(PVT) Ltd.

Institute Category : Automobile Engineering Workshop

Topic Covered : Bodies and structures, Chassis, Maintenance, parts and

Component Fuel and energy sources, Human factors and

ergonomics, Noise vibration and harshness.

Duration : 3 Month (1st September, 2015 to 30th November, 2015)

<u>Computer Literacy</u>: Have a great skill about OS, MS Office, MS Word, MS Excel, Internet, Hardware, Troubleshooting & E-mail.

Work Experience

- **1.** Sales Representative at Leon Pharmaceuticals Ltd. Under Mymensingh Depot From 5-May-2013 To 10-Nov-2017.
- **2.** Warehouse In-Charge + Officer-Distribution at Sunman-Birdem Pharmaceuticals Ltd.Under Mymensingh Depot From 15-Nov-2017 To Till Date.

Main Duties Performed:

- Organising and supervising warehouse and distribution staff
- Liaising with customers, drivers and suppliers on a daily basis
- Planning delivery routes for drivers a week in advance
- Managing the storage spaces and ensuring it is efficiently used
- Maintaining control of current stock and replenishing stock when needed
- Using computer systems to monitor inventory levels, dispatches and deliveries
- Picking and packing high-value goods for delivery
- Organising building maintenance and implementing Health & Safety regulations
- Recruiting and training new members of staff
- Producing reports regarding stock, delivery times and transport costs
- Ensuring the warehouse has maximum security at all times
- Updating and creating Depot reports to be presented to senior management
- Conducting disciplinary meetings when necessary

Declaration of Authenticity:

I declare hereby that all information I have presented here are true to my knowledge. If required and where applicable, this document can be supported by authentic certificates/papers.

Date: 14-08-2021 Md. Ariful Islam