

Date: April 12, 2021.

To

Recruiter,

**Bangladesh Honda Pvt. Ltd,**

Monem Business District, East Tower (10th floor), 111, Bir Uttam C. R. Dutta Road,  
Karwanbazar, Dhaka-1205.

**Subject:** Application for the post of **Assistant - Procurement** in your esteemed organisation.

Dear Sir/Madam,

I find myself competent and confident enough to apply for the post of **Assistant - Procurement** and thus submitted my résumé with detail. I am confident in the field of Operations Management and feel immense interest working with you.

I completed BBA from **Heriot- Watt University** - one of world's top management schools. At **Heriot- Watt University**, almost all my course works encompassed management studies particularly focusing on Strategic Management, Business Research, Project Management and Financial Management. Also, I have pursued **Post Graduate Diploma in Supply Chain Management** at Bangladesh Institute of Management Studies (BIMS).

I am positive, enthusiastic, passionate and serious to get trained up with sincerity and hard work. If you want someone fresh, honest, dedicating and responsible in a management position, please consider me as a potential.

Yours Sincerely,

**A. Rahman Abdullah**

01933-45-71-88  
bimsprotik@gmail.com

# A. RAHMAN ABDULLAH

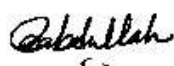
House #D-6/7, Security Printing  
Corporation Bangladesh, Gazipur-1703

+8801933457188  
bimsprotik@gmail.com



<b>CAREER OBJECTIVE</b>	Become a key player of the organization through continuous improvement of my efforts and learning, and build an ambitious career in operations management.		
<b>EXPERIENCES</b>	<b>Jr. Officer,</b> Commercial & Procurement, Department: Supply Chain Management. <b>AT Haque Ltd.</b> (Haque Group), Corporate Office, 37, Shahid Tajuddin Ahmed Sarani, Tejgaon Industrial Area, Dhaka 1208.		2017-2018
<b>EDUCATIONAL QUALIFICATIONS</b>	<b>Post Graduate Diploma ( PGD) in Supply Chain Management</b> <b>Awarding Body - Innovate Awarding (UK)</b> Tuition provider - Bangladesh Institute of Management Studies (BIMS)		2018
	<b>Bachelor of Business Administration (BBA)</b> SCHOOL OF MANAGEMENT AND LANGUAGES (SML), <b>Heriot- Watt University</b> , Edinburgh, Scotland (UK) CGPA – 3.50 out of 4.00		2017
	<b>BTEC Level 5 Higher Diploma in Accounting</b> Edexcel, Pearson Education Ltd. (UK) Grade: Merit ( Value - 6.0)		2012
	<b>US State High School Diploma (GED)</b> Maine Dept. of Education , State of Maine, US Result : 240 out of 400		USA 2007
	<b>Secondary School Certificate (SSC)</b> SPCBL High School, Gazipur Result : CGPA – 4.44 out of 5.00	Science Dhaka Board	2005
<b>TRAINING</b>	❖ Attended <b>IELTS</b> training course conducted by The British Council, Dhaka. ❖ Several General English workshops. (S@ifurs , Abdullahsir.com etc.) ❖ Training on top <b>ERP System SAP</b> .		
<b>ACHIEVEMENTS</b>	❑ Secured a <b>band score of 7.0</b> in the <b>International English Language Testing System (IELTS)</b> . ❑ Awarded <b>Merit</b> grade in <b>BTEC Level 5 Higher Diploma in Accounting</b> .		

<b>COMPUTER SKILLS</b>	<input checked="" type="checkbox"/> Office Application :Microsoft Office applications (Word, PowerPoint etc.) <input checked="" type="checkbox"/> Internet :Excellent proficiency in Internet searching and research. <input checked="" type="checkbox"/> E-mail :Communicating professional & academic issues on numerous instants inside and outside the country.
<b>LANGUAGE AND COMMUNICATION SKILLS</b>	<input type="checkbox"/> Mother tongue : Bangla <input type="checkbox"/> 2 <sup>nd</sup> Language : English (Able to communicate smoothly in English)
<b>HOBBIES AND INTEREST</b>	<input type="checkbox"/> Reading books of various topics specially business management <input type="checkbox"/> Reading articles in Harvard Business Review, The Economist, and others <input type="checkbox"/> Keeping track of national and international affairs <input type="checkbox"/> Learning new skills
<b>PREFERRED JOB AREA</b>	<input type="checkbox"/> Commercial <input type="checkbox"/> Supply Chain Management <input type="checkbox"/> Administration
<b>PREFERRED JOB LOCATION</b>	<input type="checkbox"/> Dhaka <input type="checkbox"/> Gazipur
<b>PERSONAL INFORMATION</b>	<input type="checkbox"/> Name : A. Rahman Abdullah <input type="checkbox"/> Father's Name: Md. Matiur Rahman <input type="checkbox"/> Mother's name: Mrs. Shameema Parvin <input type="checkbox"/> Nationality: Bangladeshi (By birth) <input type="checkbox"/> Religion : Islam <input type="checkbox"/> Date of birth: September 15,1990 <input type="checkbox"/> Permanent Address: Anderchar, Kalkini, Madaripur
<b>PERSONAL QUALITIES</b>	<b>Team player, quick-learner, ability of analytical thinking</b> and adaptable to diverse environment. Great idea generator and problem solver. Integrity.
<b>REFEREE</b>	<div style="display: flex; justify-content: space-between;"> <div> <b>Noman Ahmed Khan</b>  <b>Assistant Registrar</b>  Islamic University of Technology  (IUT), Subsidiary of OIC  Phone: 01748717646  Email: nak@iut-dhaka.edu </div> <div> <b>Nur Karim</b>  <b>Head of Supply Chain</b>  Bengal Polymer Wares LTD.  Phone: 01817044192  Email: nkarim@bengal.com.bd </div> </div>
<b>CERTIFICATION</b>	I announce that the information I have supplied on this résumé, is complete and correct.



A. Rahman Abdullah