

CURRICULUM VITAE

MD. AHSAN HABIB

Address: C/O, Shafiqul Islam, MA -Mansion, Jahurul Nagar (Behind TTC),
Bogra.
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Career Objective:

To seek a gainful position in vibrant and dynamic institute/industry, where my abilities will be utilized to the fullest extent.

Career Summary:

During my student life I was involve in teaching profession and also have a scope to go through of the manufacturing procedure and system of a well reputed beverage company (Coca Colla), My Internship study completed in a reputed (JMI Syringes & Medical Devices Co. Ltd.) Medical Devices Pharmaceuticals Co. Ltd. Bangladesh.

At Present position: As a Assistant Manager J&J Medical (Bangladesh) Ltd. Dhaka EPZ.

Special Qualification:

Computer Knowledge: MS Office, MS Excel, MS Power Point and Internet browsing.

Employment History:

Total Year of Experience : 9.10 Year(s)

1.

Assistant Manager (From April 01, 2019 to Continue)

J&J Medical (Bangladesh) Ltd.
Company Location: Savar EPZ, Dhaka, Bangladesh.
Department: Admin & Accounts.

Duties/Responsibilities:

Major responsibility daily employee attendance ,Leave status, gate pass ,daily account receivable & payable statement ,monthly salary sheet, monthly account statement & others admin , account related work.

Also perform commercial activity & production planning.

2.

A) Sr. Executive Admin & Accounts. (From September 01, 2015 – March 30, 2019) **Nipro JMI Company Ltd.**

Company Location: Vitakandi, Gozaria, Munshigonj, Dhaka
Department: Admin & Accounts.

Duties/Responsibilities:

Major responsibility daily employee attendance ,Leave status, gate pass ,daily account receivable & payable statement ,monthly salary sheet, monthly account statement & others admin, account related work.

B) Executive Production, (Planning, costing & Inventory Mgt.) (From September 01, 2011 – October 31,2015)

Nipro JMI Company Ltd.

Company Location : Vitakandi, Gozaria, Munshigonj, Dhaka
Department: Production

Duties/Responsibilities:

Blood Tubing Set(BTS): Major responsibility Production Planning, costing, Inventory control, CGMP, Assembling, Manpower Calculation & setting, Target achievement and report to next day plan Etc.

Related document (BMR), (DMR) including In process Quality Check (IPQC) work routine basis.

3. **Accounts Officer (June 01, 2011 - August 31, 2011)**

Akij Group (Tobacco) Ltd.

Company Location : Akij chamber, Motizeel C/A, Dhaka
Department: HR & Accounts.

Duties/Responsibilities:

To handle properly daily accounts Activities.

4. **As a Executive, Admin & Accounts. (November 01, 2010 - May 31, 2011)**

Allein Real Estate Co.

Company Location: Dhanmondi, Dhaka.
Department: Admin & HR.

Duties/Responsibilities:

To maintain Company Administration (As HR Policy) and Accounts up gradation as per job description, also report to Head of HRD daily.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	Uttara University of Bangladesh	CGPA:2.93 out of 4	2013	1 Year	Second Division
B.B.A, (School Of Business)	Finance	Asian University of Bangladesh	CGPA:3.58 out of 4	2010	May 2006 to April 2010 (4 years)	First Division
H.S.C	Science	Armard Pollice Batelian College, Bogra	CGPA:3.5 out of 5	2005	2 years	First Division
S.S.C	Science	Mothurapur High School, Bogra	CGPA:3.63 out of 5	2002	2 years	First Division

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Bangladesh Labor Law 2006 & Labor Rules 2015	Worker & Its classification, Wage & Wages deduction, Service Rules Approval Process, Leave & Leaves Procedures, Working	SEBA Limited & SCITI, BSCIC.	Bangladesh	Dhaka	2017	March 10, 2017

	calculation, Legal Behavior with Maternal Mother.					
Blood Tubing Set Product. Guideline as per cGMP @ FDA rules specially Medical devices Industries..	Production Planning, Manpower calculation, Budget plan, In process control, Sub assembling to Final assembly, One cell, Free flow, Intermediate, packing etc.	Nipro Thailand com Ltd	Thailand	Bangkok City	2012	01 Months
Ensure quality of product Handling of Joining equipment during classified Syringe & Medical Device.	All type Of Syringe (Like Disposable and Auto Disable) IV Set, IV Cannula, SVS, Bandage & Urine Bag etc	JMI Bangla Com.	Bangladesh	Chauddagram, Camilla.	2012	02 Months
Product Mfg. Guideline as per cGMP @ FDA rules specially Medical devices Industries.	Production, Process flow chart, Plan, IPQC, Sub assembling to Final assembly, One cell, Free flow, Intermediate, packing etc. & non conformity handling.	Nipro Thailand Co. Ltd	Thailand	Bangkok City	2011	2 Months
Ensure quality of product Handling of Joining equipment during classified production area	CGMP, Assembling, Sub assembling as per product master plan & target.	Nipro Japan Co. Ltd.	Bangladesh	Nipro JMI project, Bangladesh	2011	01 Months

Professional Qualification:

Certification	Institute	Location	From	To
Award certificate regarding Training	Nipro Thailand Co. Ltd.	Bangkok, Thailand	January 04, 2012	February 04, 2012
Award certificate regarding Training	Nipro Thailand Co. Ltd.	Bangkok, Thailand	September 21, 2011	November 21, 2011

Career and Application Information:

Looking For	: Mid-Level Job
Available For	: Full Time
Present Salary	: Tk.40500
Expected Salary	: Negotiable.
Preferred Job Category	: General Management/Admin, Medical/Pharmaceutical
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: Banks, Pharmaceuticals/ Medical Devices Companies. Advertising Agency, Research Firms, Food (Packaged)/Beverage, Cosmetics/Personal Care, Medical Equipment, Chemical Industries.

Specialization:

Fields of Specialization	Description
• Human Resources	To manage all administrative work, In Production- daily

- Training & Development
- Administration & Ware house Mgt.

smooth target oriented work with worker/ supervisor by proper supervision.

Extra Curricular Activities:

Reading newspaper, Playing, Listening songs etc

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	Medium	Medium

Personal Details :

Father's Name : Md. Afzal Hossain
 Mother's Name : Hasna Hena
 Date of Birth : December 31, 1986
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam(Sunni)
 Permanent Address : C/O, Md. Afzal Hossin, Vill: Mothurapur, P. O. : Altafnagar, P.S. : Dupchanchia, Dist : Bogra.
 Current Location : C/O, Shafiqul Islam, Ma Mansion, Jahurul Nagar(Behind TTC), Bogra

Reference (s):

Reference: 01
 Name : Md. Hasanuzzaman
 Organization : J & J Medical Devices Bangladesh
 Designation : General Manager Factory
 Address : Savar, EPZ, Dhaka, Bangladesh
 Mobile : 01711483807
 Relation : Brother

Reference: 02
 Dr. A.S.M Ansarul Islam (Jewel)
 Kumudini Pharmaceuticals Ltd.
 General Manager, Factory
 Narayangonj, Dhaka
 01747019069
 Relative

Signature & Date:

