

A K M MOTAHERUR RAHAMAN

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OBJECTIVE Aspire to acquire a better position as a professional Inventory specialist in MNC organization and gain global experience in the fields of logistics & Inventory. Wish to utilize my inventory skills & abilities for the development of the organization.

SUMMARY Dedicated and ethical Inventory & finance specialist, focused on implementation of appropriate control strategies on possesses. Has a MBA degree in Finance & Banking and significant experience with count and control methodologies.

SPECIAL QUALIFICATION

- Ability to meet strict deadlines
- Detail-oriented
- Excellent numerical and logical analytical skills
- Ability to manage multiple tasks
- A methodical approach to figures and reporting.
- Dependable employee
- good team player.

EMPLOYMENT HISTORY **Executive Officer (July 1, 2015 - Continuing)**

Toma Construction & Co Ltd

Company Location : 77/1, Toma Tower, Kakrail, Dhaka, 1000

Department: Accounts & Finance

Responsibilities:

Reconciliation of general fund, project

Reconciliation of inventory, project, accounts

Fixed asset registration update

Site voucher posting in Tally Software

Daily cash / Bank voucher posting

General Banking (FDR, check en-cash, FDD, Bank guarantee, Bank statement)

Material billing process

Ensure that all MRIR/ Invoices of the goods and Requisitions are archived along with its hard copy.

Perform extra duties when called upon especially in an emergency.

Maintains Bin Card, Store Ledger & Inventory Management software & Good command over database management.

Ensured accuracy of inventory reports.

Assisted with internal audits.

Tracked daily weekly and monthly inventory.

Reviewed operation costs and tracked revenue.

Documented surplus inventory on a monthly basis. July-June

Logistic Officer (December 1, 2013 - April 30, 2015)

Pharma Source Corporation

Company Location : Dhaka

Department: Inventory & Logistic

Responsibilities:

Collect module needs of centers by considering the number of incoming delivery from port and stock balance of centers

Properly handle both original and copies of modules

Identify the availability of originals and copies of modules

Get the required copies of modules printed or duplicated

Get duplicated modules arranged and stapled

Dispatch the modules to centers

Arrange all the necessary materials based on market demand

Execute other activities designated by senior.

EDUCATION	MBA. Finance & Banking Under International Islamic University Chittagong BSS Honors MSS Economics Under National University	
PROFESSIONAL QUALIFICATION	English for Professionals. Institute-International Islamic University Chittagong Computer Office & Troubleshooting Institute- Department of Youth Development Ministry of Youth and Sports	
LANGUAGE	Bangla. English .Hindi.	
PERSONAL DETAILS	Father Name	: A K M Mominur Rahaman
	Mother	: Nazma Rahman
	Date of Birth	: 31-12.1985
	Marital Status	: Single
	Permanent Add	: H#275,Kamal Hazari Road, Academy, Feni 3900
REFERENCE	Reference: 01	Reference: 02
	Name	: Dr.Mokadesur rahman
	Organization	: Chomuhani Govt College
	Designation	: Professor
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	Mobile	: +8801712973258
		MD Shamchuddin Chowdhuri FCA Toma Construction & Co.Ltd Director,Audit. 77/1.Toma Tower,Kakrail,Dhaka 1000. +8801730001026



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A K M Motaherur Rahaman

25-11-2017
Date: