

MD.MANIRUZZAMAN SARKER

Address: Bashundhara Multifood Products Ltd, Keraniganj, Dhaka
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Career Objective:

To secure a responsible position in a leading national or multinational organization requiring innovative, challenging employment that will utilize my education, professional skill and offer advancement opportunity.

Career Summary:

I worked for a reputed Companies and earned enough knowledge in the field of your given post. I think i am the most eligible candidate for your given post.

Employment History:

Total Year of Experience : 10.9 Year(s)

1. Executive (July 1, 2017 - Continuing)

Bashundhara Multi Food Products Ltd.(Edible Oil) unit of Bashundhara Group

Company Location : Pangaon,Konda,south keranigonj

Department: Logistics

Duties/Responsibilities:

- #Controlling finish products wearhouse.
- # Prepared Challan & Gate pass
- # Materiel's receiving & Issue,(Raw,Chemical & Packing Materials)
- # LC Wise Chemical & Raw Material Receive.
- # Prepared P,R (Purchase Requisition)
- # Maintain Q,C,G.R.N ,
- # controlling Spair parts store(mechanical,Electrical item)
- #Stock card posting (Receive & Delivery)
- # Operating Tally ERP9, & BG Software
- # Prepare daily Production & Delivery report.
- # Prepare monthly inventory report.
- # Managing inventory methods (FIFO & LIFO)

2. Store Officer (November 1, 2014 - June 30, 2017)

ACI Flour Mills Ltd

Company Location : Narayongonj,/Chattrogram

Department: Store

Duties/Responsibilities:

- # Finish Products (Consumer Item) Received & Delivery .
- # Prepared Challan & Gate pass for Consumer Item Delivery
- # Materiel's receiving & Issue,(Raw, & Packing Materials)
- # Prepared P,R (Purchase Requisition)
- # Maintain Q,C,G.R.N ,
- #Stock card posting (Receive & Delivery)
- # Prepare daily Production & Delivery report.
- # Prepare monthly inventory report.

3. store Officer (March 1, 2010 - October 31, 2014)

Pacific Denims Ltd.

Company Location : Notun char chashi, Gazaria,Munshigonj

Department: Store

Duties/Responsibilities:

- # Finish Fabric Receive from production & Buyer wise Delivery .
- # Yarn & Chemical Receive & Issue
- # Prepared LC statement of Yarn, Chemical & Fabrics
- # Prepared Challan & Gatepass for Fabric Delivery
- # Prepared Daily Stock Report.

Academic Qualification:

| Exam Title | Concentration / Major | Institute | Result | Pas.Year | Duration |
|----------------------------------|----------------------------|-------------------------------|--------------------|----------|----------|
| Master of Social Science (MSS) | Masters of Social Science | National University | Second Class | 2013 | 02 years |
| Bachelor of Social Science (BSS) | Bachelor of Social science | Bangladesh Open University | CGPA:3.16 out of 4 | 2010 | 03 years |
| HSC | Business Studies | Gazaria Kolim Ullah College | CGPA:2.6 out of 5 | 2003 | 02 years |
| SSC | Business Studies | Baushia M.A.Azhar High School | CGPA:3.25 out of 5 | 2001 | 02 years |

Career and Application Information:

Preferred Job Category : Commercial/Supply Chain, Garments/Textile
Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 28000
Expected Salary : Tk. 35000
Preferred District : Anywhere in Bangladesh.
Preferred Organization Types : Manufacturing (FMCG), Multinational Companies, Textile

Language Proficiency:

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

Personal Details :

Father's Name : Late. Nannu miah sarker
Mother's Name : Mrs. Ayesa begum
Date of Birth : October 20, 1985
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
National Id No. : 19855912421156317
Religion : Islam
Permanent Address : village:-Char Baushia moddom kandi,P.O:-Baushia, Gazaria, Munshiganj
Current Location : Dhaka