

Hasina Mridha

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CAREER OBJECTIVE

3 years & 9 months experienced as a Production Planner pursuing an opportunity to utilize my academic knowledge as well as work experience and other skills in the best possible way for attaining the goals of the organization.

PROFESSIONAL EXPERIENCE

1. Orion Infusion Limited.

(From July 2016 to Present)

Executive

Procurement Planning & Inventory

Control Dept.

Responsibilities:

- Preparing Export Production Plan considering national stock & RM stock
- Checked Raw materials & packing materials status, packing design & registration number
- Preparing purchase requisition both RM & PM
- Follow up & Communicates with all concerned about potential issues like requisition of new design/CD, Inventory, Short Material, Delivery, QC report, Over stock and Obsolete stock
- Data analysis of export requirements VS production achievements and root cause analysis if fails to meet any deadline, maintain a record sheet of IMD requirements, Director madam approval, L/C payment status & RM/PM for particular shipment
- Press visit for packing material if required

2. Qubee Internet Service

(From September 2015 to January 2016)

Support Assistance,

Qubee Internet Service.

Responsibilities:

- Internet modem troubleshoot'
- Informed various type of offer.
- Problem solving over the phone such as card recharge, slow browsing, remaining volume, usage details and many more.

Professional Qualification:

PGD in Supply Chain Management in ISCEA Bangladesh - Enrolled

EDUCATIONAL BACKGROUND

- | | |
|---|-------------|
| 1. East West University, Bangladesh | 2012 |
| <ul style="list-style-type: none"> • Bachelor of Business Administration (BBA) • Major: Human Resource Management | |
| 2. Govt. Tollaram College, Narayanganj | 2005 |
| <ul style="list-style-type: none"> • Higher Secondary Certificate • Background: Science | |
| 3. Govt. Girls' High School, Narayanganj | 2002 |
| <ul style="list-style-type: none"> • Secondary School Certificate • Background: Science | |

COMPUTER SKILLS

- | | |
|------------------------|--------------------|
| • Microsoft Word | • Microsoft Access |
| • Microsoft Excel | • Adobe Photoshop |
| • Microsoft PowerPoint | • Windows |
| • Microsoft Outlook | • Web Surfing |

EXTRACURRICULAR ACTIVITIES

- Active member of British Council
- Expert about Origami Decorations such as stage and theme based party.
- Has interest in studying any new journals, books, magazines, music and browsing internet.
- Worked as organizer and participant in cultural programs in school and college.
- Participated in debate competitions organized by school and college.
- Participated in Quiz competition organized by school.

- Participated in Bishwa Shahitto Kendro's "Boi Pora Kormoshuchi".

ACHIEVEMENT

- Has achieved University Merit Scholarship for Excellent result.

REFERENCE

1. Md. Abul Kalam Chowdhury

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Procurement Planning & Inventory
Control Dept.
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2. Shams Ahmed

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