

MOHAMMAD TORIQUZZAMAN

Present address: Chandra, kaliakoir, gazipur

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Carrere Objective

To prove myself quick learning and highly energetic person to face any challenge and to build up carrier in such organization in any sector where the contribution will be acknowledged.

Employment History

Total Year Of Experience 01: I have been working as senior officer in Walton group since April 2016 till now total **4.9** years.

Walton High-tech Industries Limited

Department: supply chain management (maintenance mechanical store)

Location: chandra, kaliakoir, gazipur

Responsibility:

- Prepare GRN & PR and all related store documents.
- Responsible for receiving, storing & issuing spare parts, inventory control & management, monitoring loading & unloading, maintaining records etc.
- Daily posting update in Inventory Control Management Online Software (ERP Company based Software).
- Inspect the materials received from suppliers with respect to PR, quality & quantity.
- To ensure the proper tagging of identification slip and bin cards on each item.
- Prepare monthly & annually material consumption & requirement reports.
- To maintain the store inventory level in view of monthly consumption.
- Supervise store labors and getting results through efficient & effective way.
- Doing stores issues for the stocks issuing to the production.
- Any other responsibilities as and when assigned by the management.

Total Year Of Experience 02:

Organization : **Prome Group**

Designation : Asst. Senior Officer

Time Period : August 01, 2014-March 31, 2016

Location : Uttara, Dhaka.

Responsibility:

- Supervision of chutney, aam rosh & soft drinks.
- Supervise production workers and getting results through efficient & effective way.
- Prepare monthly & annually production reports.

Academic Qualification**Bachelor Of Science (B.sc)**

Institution : Sonargoan University.
Department : Mechanical Engineering.
Result : 3.26 out of 4
Passing year : 2019

Diploma in Engineering:

Group/subject : Mechanical Technology.
Institution : Kushtia polytechnic institute.
Board : BTEB
Passing year : 2013
GPA/CGPA : 3.32 out of 4
Durations : Four years

Secondary School Certificate (S.S.C)

Group/subject : Business studies
Institution : Khalishakundi high school.
Board : Jashore
Passing year : 2009
Result/CGPA : 4.69 out of 5

Training Summary

Training title	Topic	Institute	Country	Location	Year	Duration
Sugar machineries	Industrial training	Renwick & Jagneshwar company limited	Bangladesh	Kushtia	2013	6 month
Operation & maintenance	Training	Banglalink ltd.	Bangladesh	Dhaka	2014	3 month
First Aider	Training	Walton Group	Bangladesh	Gazipur	2020	7 days
Fire Safety	Training	Walton Group	Bangladesh	Gazipur	2020	4 days

Computer Skills

- EBS & Oracle software in store & inventory.
- Knowledge in operating system like windows 7,8,10.
- Able to prepare any types of documents with MS word, MS excel.
- Having knowledge on internet browsing and e-mail.

Professional Skills

- Communicate easily.
- Can negotiate easily with different kind of people,
- Can manage different satiation,
- Can work under pressure.

Language Proficiency

Language	Writing	Reading	Listening	Speaking
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Good	Good

Personal Profile

Father's name : Late Mohammad Ruhul Amin
Mother's Name : Mst. Minara Begum
Date of Birth : July 7, 1994
Gender : Male.
Marital Status : Married
Nationality : Bangladeshi (By Birth)
Blood Group : B (+ve)
Height : 5ft. 10 Inch.
Permanent Address : Vill: Khalishakundi. P.O: Khalishakundi.
P.S: Daulatpur. Dist: Kushtia.

Mailing Address : Vill: Khalishakundi. P.O: Khalishakundi.
P.S: Daulatpur. Dist: Kushtia.

Religion : Islam
National ID No : 19945013947000229

Reference

01.Md. Mamun Hossain Assistant engineer Maintenance Mechanical Department. Rup-pur Nuclear Power Plant, Ruppur, Ishwardi, Bangladesh. Contact no: 01776236151	2. A.H.M. Atiquzzaman Deputy Operative Director Maintenance Mechanical Department. Walton Hi-tech Industries Limited. Chandra, Kaliakoir, Gazipur. Contact no: 01776236151
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Declaration Of Authenticity

I do hereby declare that all information here is true according to my knowledge. If required and where applicable this document can be supported by appropriate paper. I do believe and possess the aptitude and certitude for being a part of your Organization. It's my inmost envisage to perform well than ever, for the welfare of the community with real endeavor, patience and painstaking commitment for the work if I am selected for.

Date-13/01/2021


Signature