**Resume of**

**SYED ABDULLAHEL GANI**

**Contact/ Mailing Address**:

Keya Cottage, 337 TV Road (5th Floor C-5)

Rampura, Dhaka-1219, Bangladesh

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| **OBJECTIVE** | : To pursue a move challenging job in a dynamic and esteemed organization and able to work in any kind of situation with full efforts to utilize my knowledge and present experience for professional career development. |
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| **SELF ASSESSMENT** | : My strength includes willingness to learn and grow accept responsibility and apply myself wholeheartedly and honestly to task at hand. I am confident in what I do and always go above and beyond to satisfy my clients while keeping company goals in find. |
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| **ACADEMIC RECORDS** | \* **MBA** from Royal University, Banani, Dhaka  Major – Marketing (Appeared)  \* **M.Sc**, (Math), 2nd Class, National University  \* **B.Sc**, 2nd Division, Rajshahi University, 1992  \* **H.S.C**, 2nd Division, Science Group, Jessore Board, 1988  \* **S.S.C**, 1st Division, Science Group, Jessore Board, 1986 |
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| **PRESENT JOB** | **Company Name**: Pran-RFL Group  **Position**: Manager (Supply Chain Management)  **Duration of Work**: 01 Oct 2014 to Till Date  **Job Responsibilities**:  \* Keeping close contact with production and marketing people for supplying raw materials in time.  \* Find out different sources for the same item and where to be purchased.  \* I have some knowledge of a wide variety of materials, supplies & equipments.  \* Dealing with representatives of business, industry & other institutions.  \* I have ability to interpret, explain and apply purchasing policies & procedures. |
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| **WORK EXPERIENCE**  **(1)** | **Company Name**: Paradise Spinning Mills Ltd (PSML)  **Position**: Dy Manager (Purchase/ Procurement)  **Duration of Work**: 01 July 2006 to September 2014  **Job Responsibilities**:  \* Bank related all functions i.e. L/C opening, negotiation, endorsement etc.  \* Find out different sources for the same item and where to be purchased.  \* I have some knowledge of a wide variety of materials, supplies & equipments.  \* Dealing with representatives of business, industry & other institutions.  \* I have ability to interpret, explain and apply purchasing policies & procedures. |
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| **WORK EXPERIENCE**  **(2)** | **Company Name**: Paradise Cables Ltd (PCL)  **Position**: Sr Executive (Commercial)  **Duration of Work**: 01 June 2000 to 30 June 2006  **Job Responsibilities**:  \* Bank related all functions i.e. L/C opening, negotiation, endorsement etc.  \* Keeping close contact with production and marketing people for supplying raw materials in time.  \* Controlling Customs Broker activities, C&F Agent for Sea, Land & Airport.  \* Find out different sources for the same item and where to be purchased. |
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| **WORK EXPERIENCE**  **(3)** | **Company Name**: Integrated Security Services Ltd (ISSL)  **Position**: Executive (Purchase)  **Duration of Work**: 01 December 1998 to 31 May 2000  **Job Responsibilities**:  \* Find out different sources for the same item and where to be purchased.  \* To find out variety of materials, supplies & equipments. |
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| **WORK EXPERIENCE**  **(4)** | **Company Name**: National Computer Academy (NCA)  **Position**: Instructor  **Duration of Work**: 01 May 1995 to 31 July 1997  **Job Responsibilities**:  \* To teach how to operate a computer like MS Word, MS Excel, PowerPoint etc. |
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| **COMPUTER KNOWLEDGE** | : Completed Computer Courses on MS Word, MS Excel, FoxPro, PowerPoint, E-mail, Internet Browsing etc. |
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| **HOBBY & INTERESTS** | : Music leasing, reading books & magazines, traveling etc. |
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| **LANGUAGE PROFICIANCY** | : Performance in English as a secondary language is satisfactory. |
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| **PERSONAL DETAILS** | Permanent Address : Village – Majhiara, P.O & P.S – Tala  Dist – Satkhira  Father’s Name : Late Syed Abdur Rab  Mother’s Name : Monoara Khatun  Date of Birth : 01 January 1970  Religion : Islam  Nationality : Bangladeshi by Birth  Marital Status : Married  Expected Salary : BDT85,000.00 |
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| **REFERENCE** | (1) **Shaikh Shafi Ahmed** (2) **Md Jamilur Rahman**  Joint Secretary (Retd) Managing Director  Govt of the Peoples’ Phoenix Insurance Co Ltd  Republic of Bangladesh Dilkusha  Mob # +88-017-11 846988 Dhaka-1000  Tel # 017-11524230 |

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**SYED ABDULLAHEL GANI**)