** MD. Minarul Islam**  Address: 240/I, Kunjobon, West Rampura, Dhaka 1219

Mobile: 01745-423503

01575-014529

Email : mdminarulislambappy@gmail.com

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| **Career Objective:** |

Prefer for an opening in a reputed organization where there is an opportunity for future prospect. At the same time I like to dedicate myself for the prosperity and growth of the organization. I am confident that I can prove myself and grab a challenging position in the organization.

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| **Career Summary:** |
| Seeking a suitable position in your esteemed that has an urge for growth or expansion, where my experience can be utilized to build up my carrier and enhance the growth of firm. |
| **Special Qualification:** |

Maintains of mechanic People and maintenance in mechanical equipment. Computer operating skills with office Management & Microsoft office. Familiar with internet browsing and mail sent & received .

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| **Employment History:** |

**Total year of experience: 2** years 7 month

**Sub Assistant Manager – Supply Chain Management (Apr 27, 2017 – Till Now)**

**PRAN-RFL GROUP.**

**Department: Property Development Ltd.**

**Company Location: 105/GA, PRAN-RFL Center , Middle Badda, Dhaka-1212.**

**Job Responsibilities:**

➢ Responsible for procurement of raw materials, spare parts, machinery, repair, lubricant, RMC & Asphalt Plant spare parts etc. from local market with competitive price.

➢ Repair and maintenance in mechanical equipment.

➢ Negotiate with local supplier or vendor and ensure procurement of quality product as per design, sample and specification.

➢Good handling ERP and SCM software for keeping records.

➢ Perform accounting task regarding (timely bill collection, bill payment and process documents) SCM.

➢ Audit for store, site store, working project and site inventory monitoring.

➢ Working for development of procurement department and store keeping management.

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| Academic Qualification: |

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| Exam Title | Major | Institute | Result | Pas. Year | Duration |
| Diploma in Engineering | Mechanical | Kushtia Polytechnic Institute | 3.45 out of 4.00 | 2016 | Four  Year |
| Secondary School Certificate | Science | North Bengal Paper Mill High School | 4.88 out of 5.00 | 2012 | Two  Year |

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| **Training Summary:** |

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| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| Industrial Attachment | Thermodynamics | Matlab Karigoti & computer proshikkhon institute. | Bangladesh | Gazipur | 2016 | 6 Months |

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| **Language Proficiency:** |

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| Language | Reading | Writing | Speaking |
| Bengali | High | High | High |
| English | High | High | Medium |
| **Personal Details:** | | | |

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| Father’s Name | : | Md. Faruk Mal |
| Mother’s Name | : | Momotuj Khatun |
| Date of Birth | : | 29/11/2019 |
| Gender  Blood Group  Height | :  :  : | Male  B+  5’-8’’ |
| Marital Status | : | Unmarried |
| Nationality | : | Bangladeshi |
| National I.D No | : | 2379153584 |
| Religion | : | Islam |
| Permanent Address | : | Village: Sahapur (Zigatola), Post: Sahapur (6620), Thana: Ishwardi, Dist.: Pabna. |

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| **Reference:** |

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|  |  | **Reference : 01** | **Reference : 02** |
| Name | : | Md. Enamul Hoq | Shufal Barmon |
| Organization | : | PRAN-RFL Group  (SCM-PDL) | PRAN-RFL Group  (SCM-PDL) |
| Designation | : | Manager. | Assistant Manager |
| Mobile  Relation | :  : | 01704-130147  Professional. | 01704-130153  Professional. |
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I solemnly declare that the information given above are true, complete & correct to the best of my knowledge.



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MD. Minarul Islam