



MEHRAB HOSSAIN

Supervisor

Consumer warehouse and Distribution.

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Professional Experience

Bashundhara Group of Ind. Ltd

Bashundhara Food and Beverage Ind. Ltd

Dholeswar, South Keraniganj, Dhaka.

[Jan 2020 – Currently working]

Key Responsibilities :

- ☐ Receiving of goods produced from the production unit according to requirement.
 - ☐ Creating stacks of products with date by category.
 - ☐ Conducting regular inventory checks to ensure accuracy and proper stock levels.
 - ☐ Arrangement of fast delivery of goods according to prior date.
 - ☐ Supervising whether the goods are being loaded properly in the vehicle as per the delivery order.
 - ☐ Receiving the returned goods and handing them over to the production unit.
 - ☐ Keeping account of daily production quantity, the stock, and the delivery and submitting the report to the head of the department.
 - ☐ Generating production reports and invoices using SAP software for distributors.
 - ☐ Streamlining processes to optimize efficiency in receiving, storing, and dispatching goods.
 - ☐ Performing any work directed by the authority outside of the regular duties.
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Leadership and Communication skills :

- ☐ Conducted regular team meetings to discuss goals, address challenges, and implement improvements.
- ☐ Acknowledged and celebrated team achievements, fostering a positive work culture.
- ☐ Empowered team members to make decisions within their scope of work, fostering a sense of ownership and responsibility.
- ☐ Collaborated with production units, logistics, and other departments to ensure seamless workflow and timely deliveries.
- ☐ Addressed customer inquiries and concerns promptly, ensuring high levels of satisfaction.
- ☐ Adapted communication style to suit different audiences, whether interacting with warehouse staff, management, or external stakeholders.

Skillsets and Educational Attainment

Computer Literacy :

1. Microsoft Excel.
2. System Analysis Program [SAP].
3. Warehouse Management Systems [WMS].
4. Enterprise Resource Planning [ERP] Software.
5. Microsoft Office [including MS Excel]
6. Google Suit [Gmail, Meet, Drive, Docs, Sheets, Slide, Form, etc]
7. Basic graphic design software [Adobe Photoshop, Canva, etc]
8. Internet Browsing, Internet Research.
9. Familiarity with multiple operating systems including Windows, Android, Mac, etc.
10. Understanding of data security protocols and practices to ensure confidentiality and integrity of warehouse-related data.

Academic Profile :

Sn.	Examination	Major	Inst./Board	Year	Result
1	BBA	Marketing	Sonargaon University	2019	3.26/4.00
2	HSC	Business Studies	Dhaka	2015	5.00/5.00
3	SSC	Business Studies	Dhaka	2010	3.81/5.00

Language Proficiency :

Sn.	Language	Read	Writing	Listening	Speaking
1	Bangla	Native	Native	Native	Native
2	English	Advanced	Intermediate	Intermediate	Intermediate

Extra Curricular Activities :

1. Cooking regular foods and making tea, coffee, etc.
2. Drawing from small-scale to large-scale design.
3. Event management for local social and religious events like marriage, akikah, corporate parties, birthday celebrations, etc.

Personal Information

Name : Mehrab Hossain.
Father : S.M. Jewel Ahmed.
Mother : Aleya Begum (late).
Date of birth : October 15, 1995.
Blood Group : A(negative)
Religion : Islam (Sunni).
Marital Status : Single.

Contact:

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Email: mehrabhossain1995@gmail.com
Website:

Present Address:

Bashundhara factory housing,
Doleshhor, konda, Keraniganj
Dhaka-1311.

Permanent Address:

House : Boro Bari.
Village : Keramjani,
Thana : Dhonbari,
District : Tangail,
Division : Dhaka.

Career Objective:

Detail-oriented and results-driven distribution and warehouse professional with 3 years of experience in optimizing inventory management, streamlining distribution processes, and leading high-performing teams. Aiming to contribute leadership, process improvement, and exceptional organizational skills to drive operational excellence and exceed company goals while maintaining the highest standards of quality and customer satisfaction.

Reference :

MD. HARISUR RAHMAN
DGM
Bashundhara Food and Beverage Industry.
Dolesshor, Konda, Keraniganj.
Mobile: 01730018422.