



# Robiul Islam

## My Contact

### Address

3/4/b Rayer Bazar Mohammadpur,  
Sylhet



### Phone

01700000000



### Mail

rislam495@gmail.com

## Education

- Govt. Titumir College, Dhaka  
BA Hons in English  
Running
- Mock Ul Hossain University College  
Mohammadpur Dhaka.  
Higher Secondary School Certificate.  
Completed in 2012
- Nizra High School, Dhaka  
Secondary School Certificate.  
Completed in 2010

## Skill

- Leadership
- Problem Solving
- Good Communication Skills
- Team Work
- Organizational Skills

## Training

- Leadership Skills
- Time Management
- Inventory Management
- Conflict Management
- five way to win customer service.

## Awards

Gemcon Group (Meena Bazar)  
The Best Employee of the Year

## About Me

To obtain a position in an organization that uses my skills, knowledge and capabilities to the maximum extent and develop a challenging career where I can do something innovative along with the organization's objective.

## Work Experience

### Khaas Food Limited | Outlet Operation Manager

12 June 2023 – Present

1. Able to run smooth outlet operation
2. Making good display merchandising
3. Ensuring product availability and giving a perfect product requisition to central warehouse.
4. Controlling products damage and wastage
4. Trucking expiry product list
5. Category wise sales analysis.
6. Ensuring monthly inventory
7. Making daily weekly and monthly sales report
8. Train up new employees about customer service, sales personal grooming and hygin

### Us-Bangla Airlines Foodi | Senior Executive, Operation

08 December 2021 To 30 April 2023

1. Monitor operational performance of both internal and external service providers.
2. Provide a workplace setting that is conducive to productive work.
3. Communicate with upper management to develop strategic operation goals.
4. Able to run a smooth zone operation, work with rider management,
5. Monitoring dispatch panel and giving instruction to rider for right time delivery and ensuring best customer service.
6. Making rider payment disbursement sheet and new rider recruit and trained,

### Shohoz Limited | Executive Operation

2 January 2020 To 15 November 2021

Communicate with upper management to develop strategic operation goals. lopable to run a smooth zone (hub) operation, work with rider management, monitoring dispatch panel making riders duty roster, making rider payment disbursement sheet giving instruction to rider for right time order deliver to customer, new rider recruit and train up, making daily and monthly SALES AND EXPENSE report

### Gemcon Group (Meena Bazar) | Outlet Manager

15 January 2015 to 05 December 2019

1. Able to run smooth outlet operation
2. Making good display merchandising
3. Ensuring product availability and giving a perfect product requisition to central warehouse.
4. Controlling products damage and wastage
4. Trucking expiry product list
5. Category wise sales analysis.
6. Ensuring monthly inventory
7. Making daily weekly and monthly sales report
8. Train up new employees about customer service, sales personal grooming and hygin

## Skills

### Computer Skills

- MS Office
- word Excel

### Language Skills

- Fluent in Bengali And
- English Reading Writing and Speaking