

## T.M.GOLAM KIBRIA

VILLAGE: LARAIRCHAR, POST OFFICE :  
BRIAMPUR BAZAR, THANA:  
FARIDGONG, DISTRICT : CHANDPUR.  
Phone: +8801797414013  
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## Professional Skills

**Company Name : POPULAR TEKNOLOGIES LTD. ( 01 July 2014 to Continue)**

Company Location : Address: House # 14/A (1st Floor), Road# 2/2, Block # L, Banani, Dhaka-1213.

Department : Purchase

Position Held : Executive (Store & Purchase)

Responsibilities : 1. Preparing Pending Order status & follow up for earliest delivery.

2. Follow up of vendor for the incoming product with correct Quantity and Quality.

3. Checking the releasing of purchase orders and ensuring the timely delivery.

4. Communicating with distributors in chat to get orders and process the same, also finding their problems and resolve the same.

5. To follow the stock maintenance

5. Maintain Minimum Level stock for Consumable Parts and other stock items.

6. Following up with vendor for expedite materials in urgency case

<b>Education</b>	<ul style="list-style-type: none"> <li>❖ BSS, 2015 Under National University CGPA: 2nd Class</li> <li>❖ Higher Secondary Certificate (HSC), 2010 Under Jessore Board GPA: 2.70 in the scale of 5.0</li> <li>❖ Secondary School Certificate (SSC), 2008 Under Jessore Board GPA: 3.0 in the scale of 5.0</li> </ul>
<b>Software Skills</b>	<ul style="list-style-type: none"> <li>❖ <b>Office Package:</b> Microsoft Word, Microsoft Excel, Microsoft Power Point.</li> </ul>
<b>Language Skills</b>	<ul style="list-style-type: none"> <li>❖ <b>Bengali:</b> Good in speaking, reading and writing.</li> <li>❖ <b>English:</b> Considering Good in speaking, reading and writing.</li> </ul>
<b>Personal Information</b>	<div> <div>Full Name</div> <div>: T.M.GOLAM KIBRIA</div> </div> <div> <div>Father's Name</div> <div>: Late Lonie Meia Talukder</div> </div> <div> <div>Mother's Name</div> <div>: Mrs. Shahar Vanu</div> </div> <div> <div>Date of Birth</div> <div>: 25 December, 1992</div> </div> <div> <div>PermanentAddress</div> <div>: Vill:Larairchar, Post: Brimpur Bazar, Thana: Faridgong Dis: Chandpur</div> </div> <div> <div>Nationality</div> <div>: Bangladeshi (by birth).</div> </div> <div> <div>Gender</div> <div>: Male.</div> </div> <div> <div>Marital Status</div> <div>: Unmarried.</div> </div> <div> <div>Religion</div> <div>: Islam</div> </div>

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## References

### Reference: 01

Md. Salim Ullah  
Deputu Register  
Dept. of Arabic Language & Literature  
Islamic University, Kushtia  
Phone: +8801676 109223

### Reference: 02

Md. Ashraful Alam  
Deputu Register  
Dept. of Bangla  
Islamic University, Kushtia  
Phone: +88 01716 678864

I, the undersigned certify that, according to my knowledge and belief, this C.V correctly describes my qualifications and myself. Any willful misstatement may lead to my disqualification or dismissal, if employed.

(T.M.GOLAM KIBRIA)

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