

# AKBOR HOSSAIN

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## **Career Objective:**

Motivated and responsible individual seeking an entry/mid-level position in a well-established organization where I will be able to use my organizational and technical skills individually as well as working in teams.

## **Employment History:**

### **1. Quality In-Charge (October, 2019 - Continuing)**

**Chaldal ([www.chaldal.com](http://www.chaldal.com))**

Department: Warehouse Ops

#### **Duties/Responsibilities:**

1. Compare the quantity, quality, packaging and address with order to ensure outgoing shipments quality is maintained.
2. Work closely with Local Purchasing to ensure adequate quantities and ingredient quality meets expectations
3. Reports & control damages, missing, excess and mis-shipments.
4. Investigate and determine cause of faulty work; consult and advise operations In charge as to corrective measures
5. Identify affected inventory in store to ensure it is physically located and accounted for

### **2. Delivery Executive (June, 2019 - September, 2019)**

**Chaldal ([www.chaldal.com](http://www.chaldal.com))**

Department: Product Delivery

#### **Duties/Responsibilities:**

1. Collect product from warehouse
2. Deliver products to customer houses
3. Deliver the collected cash to the billing dept.

### **3. Salesman (November, 2018 - March, 2019)**

**Ecstasy ([www.ecstasybd.com](http://www.ecstasybd.com))**

Department: Sales Center

#### **Duties/Responsibilities:**

1. Attend to customers query
2. Sale products

**Academic Qualification:**

Exam Title	Institute	Result	Pass. Year
10 <sup>th</sup> Grade	Kakali High School	CGPA: 4.00 out of 5	2016
JSC	Kakali High School	CGPA: 4.00 out of 5	2014
PSC	Little Flower Academy	CGPA: 5.00 out of 5	2011

**Specialization:**

Description
<ul style="list-style-type: none"><li>- Proficient in Computer Operation</li><li>- Proficiency in MS Office tools</li><li>- High Interpersonal Skill</li><li>- Effective Communication</li></ul>

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	Mid	Mid	Mid

**Reference (s):**

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