

CURRICULUM VITAE

Village: West Chattiany,
Post Office: Pabna Sadar-6600,
Dist: Pabna.
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SHAHIN ALAM



CAREER OBJECTIVE

To join an organization where my skills are best utilized for organizational, personal and professional growth. I want to acquire a potential career in Garments & textile profession with reputed local or multinational company by creating my footsteps of skills and competitiveness and try heart and soul to be a proud member of the company's success.

PROFESSIONAL EXPERIENCE

1. From 1st December, 2011 to June 2014 I am working as a “ Officer (Store) in **June & Zaeif Group ,Dhaka** ” .
2. From 01th July,2014 to to January 2016 I am working as a “ **Executive store in Crystal Group ,Dhaka** ”
3. From 01th February 2016 to to till now I am working as a “ **Asst. Manager “ in Palmol Group of Industries Ltd.**

DUTIES & RESPONSIBILITIES

At the time of working in above mentioned all positions gathered sound knowledge & worked effectively with very good reputation in following areas:

As a Asst .Manager (Stores) Job Responsibilities:

- Maintain JIT, LIFO etc for an Improved Inventory Management System.
- Verify all the incoming material according to SOP/ISO Standard.
- Co-ordinate with Factory Admin, HR, Compliance, Production Head, PPC Team, CHO Merchandiser, All Central Stores, CHO LPD and CHO Audit Team.
- Manage & maintain receive, inventory and delivery of Fabrics and Accessories as per Buyer requirement as well lementation of the Inventory Management system.
- Responsible for entering data & preparing of management reports based on computerized inventory/ERP system. Supervision of inventory management system at Store.
- Maintain operation of the store like safe receipt, storage, retrieval and timely dispatch.
- Ensure goods inbound & out bound, warehouse management, safety and security within the store and ensure proper deliveries.
- Monitor warehouse activities to ensure that goods are stored correctly and safely and warehouse space is used efficiently.
- Maintain good relation with all departments.
- Keep costs and other overheads within the budgeted limit.

- Ensure daily/weekly stock report.
- To check & verify cost sheet, P.O.P.I. Master L/C,BTB L/C and Other Relevant documents.
- Any other instructions & commands as directed by superior.

ACADEMIC QUALIFICATIONS

2010 (Held in 2013)-M.B.S (Final) in Accounting from Govt .Edward College , Pabna, Result – **2nd Class** .

2009 (Held in 2012)- B.B.S (Hon's) in Accounting from Govt .Edward College , Pabna, Result – **2nd Class**

2005- Higher Secondary Certificate (H.S.C) major in **Commerce** from Govt. Shaheed Bulbul College, Pabna, Result – GPA **3.10** (Out of 5.00) .

2003- Secondary School Certificate (S.S.C) major in **Science** from Pabna Zilla School, Pabna ,Result- GPA **3.44** (Out of 5.00).

PERFORMANCE IN IT SECTOR & COMPUTER LITERACY

- MS office package include Word, Excel & Power Point.
- Internet browsing & efficiency in operating system.
- Tally.ERP9 & Kingdee software (Kis).

LINGUAL EFFICIENCY & COMMUNICATION

- Skilled in writing and speaking in both English and Bengali.
- Proficient in writing and editing reports and dealing with multimedia presentation.

SPECIAL SKILLS

- Physical inventory.
- Good house keeping in respected area.
- Goods record register and software.
- Adaptability and Team Building.
- Flexible & can work under pressure.

PERSONAL INFORMATION

Father's Name : MD. AMZAD ALI .

Date of Birth : 1st January , 1989.

Permanent Address : Village: West Chattiany, Post Office: Pabna Dist : Pabna.

Religion : Islam (Sunni)

Nationality : Bangladeshi (By Born)

Nationality ID No : 8666959104

REFERENCE

Md. Jashim Uddin

Head of store

Arkey knit dyeing Mills Ltd

Zirani beazer, Gazipur, Dhaka, Bangladesh .

Mob – 01715087900

Email- jashim.store@palma garments.com

SULTAN AHMED

Managing Director

Crystal Wears Ltd.

142, Senanibas Road, safura Khatun

Super Market(4th Floor), Mirpur-12,

Dhaka-1216, Bangladesh.

Mob – 01555-002276.

[Email-s.ahmed@agni.com](mailto:s.ahmed@agni.com)

Signature