

Last Updated : **June 1, 2016****BIPUL CHANDRA SARKAR**

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**Career Objective:**

I would like to have an opportunity to be employed in a position where I can execute my educational and administrative skills. Which would be helpful to maximize the organization and thus to build up myself as a successful Perfect through work .

Employment History:

Total Year of Experience : 11.2 Year(s)

1. Assistant officer (Distribution) (January 6, 2008 - Continuing)

OTOBI LIMITED

Company Location : Shyampur, Kadamati, Dhaka

Department: Distribution

Duties/Responsibilities:

Prepare daily Distribution schedule according to customer, showroom and dealers requisition.

Ensure product availability to all customer, showroom and dealer for Distribution after the confirmation taken from production.

MIS stock report checking & reconcile with physical stock on daily/weekly /quarterly basis.

Physical Inventory counting on daily, weekly, monthly, quarterly, half yearly & yearly basis.

Supervise the house keeping of Logistics area properly & regularly.

Organize transport for smooth and timely delivery and also arrange transport from outside as when required.

Checking the transport bill which is submitted by the transport contractor as per approved transport fare.

Organize finished products in a proper manner so that products can be delivered by maintaining FIFO.

Try to solve all kinds of problem regarding distribution.

Visiting production floor and making schedule for product transfer.

Supervise & properly utilize the manpower working under Logistics.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|------------|---------------------|----------------------------------|-----------------------------|----------|----------|
| B.S.S | Arts | National University | Third Class, Marks :40% | 1998 | 2 years |
| HSC | Humanities | Barhatta Collage | Third Division, Marks :40% | 1996 | 2 years |
| SSC | Science | Boushi Ardho chandra High School | Second Division, Marks :55% | 1988 | - |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|--------------------------|--|------------------------|------------|-----------------------------|------|----------|
| Microsoft Office program | M.S Word, MS Excel, M.S Power point, Graphical : Illustrator | Sarder Computer Centre | Bangladesh | Kachukhat, Mirpur-14, Dhaka | 2005 | 1 years |

Professional Qualification:

| Certification | Institute | Location | From | To |
|---------------------------|------------------------------|------------------|-----------------|-----------------|
| Diploma Medical Assistant | Aaragami Janakallan Sangstha | Jatrabari, Dhaka | January 1, 2010 | January 1, 2012 |

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 17000
Expected Salary : Tk. 30,000
Preferred Job Category : Customer Support/Call Centre
Preferred District : Anywhere in Bangladesh.
Preferred Country : India
Preferred Organization : NGO, Direct Selling/Marketing Service Company
Types

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla | High | High | High |
| English | Medium | Medium | Medium |

Personal Details :

Father"s Name : Late Provat chandra sarker
Mother"s Name : Helon sarker
Date of Birth : February 1, 1971
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Hindu
Current Location : Dhaka
