



# Islam Miah Sumon

Sr. Executive Officer (General Store)

## Contact :

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- Dhaka, Bangladesh

## Personal Information :

Father Name : Md. Malek Sheikh  
Mother Name : Aleva Begum  
Date of Birth : 30 Nov 1996  
Present Address : Square Masterbari,  
Bhaluka, Mymensingh.  
NID No : 4205708821

## Skills :

- Team management
- Project execution
- Inventory control
- Planning & Execution
- Strategic Planning
- Organizational Development
- Problem Solving
- Corporation Communications
- Teamwork and Collaboration
- Leadership and People Development
- Excellent Communication
- Self Motivation
- Proficient in Microsoft Office
- Online networking capabilities
- Excellent listening , Writing & Speaking Proficiency in both English and Bengali.

## Certifications :

- Post Graduate Diploma in Supply Chain Management By BiMS – 2026 (Continue)
- Fire Safety Fire Extinguisher Training By BGMEA - 2018

## Summary :

With background in leadership roles, I bring skills in team management, strategic planning, and problem-solving. Effective communicator with knack for building strong relationships and fostering collaboration. Adaptable and quick to learn, I excel in environments that require innovative thinking and strategic execution.

## Exdrience :

### 01. Pioneer Knitwears (BD) Ltd.

Sr. Executive Office ( Store )  
Mymensingh , Bangladesh (Sep 2017 to at Present)

- Oversee inventory Planning, Control and Optimization across all group entities.
- Implement and maintain ERP/WMS systems for effective inventory tracking and reporting
- Assisted in leading team to maintain incoming and outgoing procedures for all products according to company policy.
- Coordinate overall inventory management tasks effectively.
- Follow established guidelines for work according to GOTS, RCS, RWS, GSRS, and OCS.
- Maintain all indent, MRR, and MSR using computer systems.
- Track import PI and L/C shipment schedules as a store manager.
- Update daily stock and performed monthly physical inventory checks.
- Support management of chemical store operations and monitored MSDS and hazardous chemical compliance.
- Ensure safety and hygiene standards in all store areas .
- Provide cycle counts and physical stock assessments quarterly.
- Oversee warehouse operations including receiving, storage, issue, and transportation of materials.
- Optimize warehouse layout, material flow, and space utilization.
- Ensure compliance with safety, quality, and security standards across all warehouses.
- Implement best practices to improve efficiency and reduce operating costs
- Collaborate with external and internal auditors on annual inventory processes.
- Lead a team of staff members by providing mentoring and training to improve service quality and develop employees.

### 02. Badsha Textile Ltd.

Officer ( Store )  
Mymensingh , Bangladesh (Aug 2015 to Sep. 2017)

- Maintained all INDENT, MRR, and MSR using computer systems.
- Updated daily stock and performed monthly physical inventory checks.
- Labelle, coded, and stored all materials/products in designated storage locations.
- Ensured proper storage and supply of goods following FIFO (First In First Out) and LIFO (Last In First Out) methods as applicable.
- Adhered to SOP, safety practices, and controls.
- Supported and executed daily warehouse operations using available resources to ensure optimal operational support.
- Collaborated with external and internal auditors during inventory processes.
- Following FIFO (First In First Out) and LIFO methods as applicable.
- Adhering to SOP, safety practices and controls.
- Supporting and executing daily warehouse operations using available resources.
- Collaborating with external and internal auditors on annual inventory processes.
- Creating and maintaining strong relationships with staff, customers and stakeholders.
- Supporting the individual growth of team members with professional feedback and reviews.
- Investigating products or markets to determine areas for opportunity.

## Educational Qualification :

- 01. Bangladesh Institution Of Management Studies, Private**  
PGD- Supply Chain Management  
*Dhaka, Bangladesh (2026 to Continue)*
- 02. Tongi Govt. College, National University**  
M.S.S - Social Science, CGPA: 3.00  
*Tongi, Gazipur, Bangladesh (2019)*
- 03. Tongi Govt. College, National University**  
B.S.S - Social Science, CGPA: 2.99  
*Tongi, Gazipur, Bangladesh (2016)*
- 04. Govt. Borhamganj College, Board Of Dhaka**  
H.S.C - Humanities, CGPA: 3.60  
*Shibchar, Madaripur, Bangladesh (2013)*
- 05. Panchchar High School, Board Of Dhaka**  
S.S.C - Humanities, CGPA: 3.69  
*Panchchar, Shibchar, Bangladesh (2013)*

### 03. Pioneer Knitwears (BD) Ltd.

Jr. Office ( Store )

*Mymensingh, Bangladesh (Aug 2014 to Sep 2017)*

- Maintained all INDENT, MRR, and MSR using computer systems.
- Implemented goods receipt and issue procedures.
- Tracked inventory regularly.
- Managed proper storage and placement of goods in the store.
- Ensured proper documentation and compliance with company policies.
- Strictly followed fire prevention and safety regulations.
- Maintained a clean, organized, and safe store environment.
- Prepared invoices, gate pass, GRN and submitted documents to the Billing Manager.

## Hobbies and interests :

- ❖ Reading Book / Novel / Drama / Historical Book
- ❖ Playing Cricket / Footbal / Batminton
- ❖ Swimming

## References :

- ❖ Md. Mustafizur Rahman (Store Manager)
- ❖ Md. Elias Hossain (Factory Manager)

Islam Miah Sumon

Date :