

## CURRICULUM VITAE

Joydeb Chandra Das  
Vill- South Banshbaria; P.O- Banshbaria(4313);  
P.S- Sitakunda; Dist- Chittagong; Bangladesh  
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### **Career Objective:**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn and progress by delivering the result.

### **Employment History:**

**Total Year of Experience :** 5.3 Year's

#### ***Aman Group Ltd.***

I have been working in the **Aman Group of Companies** as a **Sr. Store Officer** still now from 15<sup>th</sup> October 2019

**Job Location:** Gazipur

**Head Office :** Aman Group Ltd.

2 Ishakha Avenue, Sector-6, Uttara, Dhaka-1230

**Department :** Store Warehouse.

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

- 1) Update & maintain store ledger.
- 2) Maintain various ERP & Tally software.
- 3) To deliver the goods as per Delivery Order from the Head Office.
- 4) Ensure the documentation of incoming stocks i.e. properly received & record.
- 5) Communicate with the respective sales person and customer before delivery of the goods.
- 6) Ensure FIFO system for goods delivery.
- 7) Ensure delivery challan with each order delivered.
- 8) Supervise loading & unloading of the materials.
- 9) Monitor & physically counting the Stock & Inventory.
- 10) Keep track of physical stock and computer records.
- 11) Arrange trucks for delivery of the goods.
- 12) Daily reporting to Head Office.
- 13) Prepare various weekly, monthly & half yearly stock report.
- 14) Face to various Audit Team.
- 15) And store related all everything.

#### ***PRAN-RFL Group***

Distribution RFL-DPL-CTG from 1<sup>st</sup> July 2015 to 25<sup>th</sup> June 2019 as a **Store Assistant Manager**.

**Job Location:** Chittagong

**Head Office :** PRAN-RFL Center,

105, Middle Badda, Dhaka-1212.

**Department :** Store Warehouse.

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

- 1) Prepare various weekly, monthly and half yearly Stock report
- 2) Maintain various TO, TI, OC, AI, etc.
- 3) Dealing With ZM, DSM, DELAR.
- 4) Arrange Various Products From Factory.
- 5) Face to various Audit Team.
- 6) Profitable Relationship Buildup with customer.
- 7) Control to Various Manpower.
- 8) Stock Maintain and Product Decorate in Store.
- 9) Visit to various delar point and Find out their complain Then Try to solve better.
- 10) And store related all everything.

## **Academic Qualification:**

### **Bachelor of Business Studies (B.B.S)**

**Institution** : Sitakunda Degree College  
**Group** : Business Studies  
**Passing Year** : 2011  
**Result** : Second Division  
**Board** : National University

### **Higher Secondary Certificate (H.S.C)**

**Institution** : Latifa Siddique Degree College  
**Group** : Business Studies  
**Passing Year** : 2008  
**GPA** : 3.10  
**Board** : Chittagong

### **Secondary School Certificate (S.S.C)**

**Institution** : Mait Banga High School  
**Group** : Business Studies  
**Passing Year** : 2006  
**GPA** : 3.63  
**Board** : Chittagong

## **Computer Skills:**

- Proficient in MS office software (MS Word, MS Excel & MS PowerPoint).
- Skilled in mail communication (MS Outlook, E-mail).
- Skilled in ERP & Tally Software.

## **Interests and Hobbies:**

- Creative Writings, Exploring different places, Reading books and Playing Cricket.

## **Personal Details:**

Father's Name : Jagadish Chandra Das  
Mother's Name : Balika Das  
Date of Birth : 01-01-1990  
Gender : Male  
Height : 5' 6"  
Marital Status : Married  
Nationality : Bangladeshi  
National ID No. : 4200693325  
Religion : Sanaton (Hindu)  
Permanent Address : Vill: South Banshbaria; P.O: Banshbaria (4313); P.S: Sitakunda; Dist: Chittagong  
Present Address : Gazipur Sadar, Gazipur, Dhaka

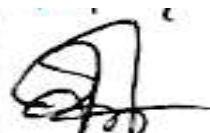
## **Reference(s):**

### **Reference-1**

Name : Md. Sopan Mia  
Designation : Senior Manager (DIC)  
Organization : PRAN-RFL Group  
Cell No. : 01777-981945  
Relation : Professional

### **Reference-2**

Md. Mizanur Rahaman  
Manager (Store)  
PRAN-RFL GROUP  
01737341905  
Professional



Signature