

COVER LETTER

Kazi Rashed mahmud

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11-23-2019

Kazi Rashed mahmud
Hugolbaria, taebaria, natore,
Bangladesh - 6400

Dear Hiring Manager,

I'm applying for the position that was advertised at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Kazi Rashed mahmud

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exportqa1@gmail.com

+8801911642957

Hugolbaria, taebaria, natore, rajshahi, Bangladesh



Objective

I am a consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

Academic Details

National University

Bsc, 52%, 2001

N. S GOVT college, Natore

H. S. C, 52%, 1999

Mirjapur digha high school

S. S. C, 62%, 1997

Work Experience

Pran rfl group in Bangladesh

Sub assistant manager (quality assurance) , Jan 2014 - till date

Role : Ensure product quality, packaging, country wise requirements, given online product pictures, given quality assurance certificate,

Pran rfl group in Bangladesh (sauce ketchup department)

Production in charge , May 2012 - Dec 2013

Role : Ensure quality of the product as per sop, raw material handling, preparing consumption report, prepare reconciliation, cost savings, manpower handling, etc

Eskayef Bangladesh Ltd

Sr. Medical services officer , Apr 2006 - Mar 2012

Role : Sharing medical information to the doctor, & generate prescription through information, & sell to the product to the pharmacy,

Skills

- 1 Microsoft Office
- 1 Proficiency in English
- 3.food product processing
4. Quality management system

Field of Interest

- Quality assurance
- Food products production
- Medical products promotion & marketing

Industrial Exposure

Industrial Visit at:

Health care pharmaceutical, 1 month

Beximco pharmaceutical, 1 month

Implant Training at:

Akij food products for quality assurance food manufacturing practices related training, 5 days

Pran rfi group, quality control department, for GMP, HACCP, HALAL CERTIFICATION training for 1 month

Achievements

2015 I have nominated for hard work employment

2015 I will nominated month of the employee

2011, I will nominated best Sr medical service officer

2015 month of December I will award for foreign tour for my prescription share, sales

Strength

I have strength hard working &

Hobbies

Travelling & listening music

Declaration

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Date : 23/11/2019

Place : Bangladesh



(Kazi Rashed mahmud)