

Last Updated : **November 23, 2018**

## **MD.FARUQ JAMAN CHOWDHURY**

Address: C/O-Md. Abdur Razzak, H#267(2nd Floor), Vill:  
Morkun(Moddho-para), R# Kuddus Khalifa Road, PO: Monnunagar, PS:  
Tongi, Dist: Gazipur.  
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### **Career Objective:**

To Try Self Modified Any Kinds Of Operation.

### **Career Summary:**

To build up career in Challenging and rewarding position at a wining organization where creativity, sincerity, skill, performance are the criteria for one's appraisal and recognition. Capable to work under pressure and hard work with any type of environment, motivation and interpersonal skill.

### **Special Qualification:**

One year IT Diploma from IDB-BISEW IT Scholarship project round 10 in WPSI (Web Presences Solution & Implementations) & also completed two vendor certification which is Microsoft Certified.

### **Employment History:**

**Total Year of Experience : 7.8 Year(s)**

#### **1. Sr.Executive (Store & Inventory) ( May 2, 2013 - Continuing)**

##### **HATIM GROUP**

Company Location : Factory -279,Morkun,Tongi,Gazipur.

Department: SCM

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

1.Daily receiving finished goods, stock transfer by order, SPR, MRR, DR, TO, TI & CO through ERP software system.2.Utilized of finished goods through plant to plant stock transfer by ERP software system.3.Prepared monthly statement of all finished goods & store materials with reconcile production department.4.Prepared monthly inventory reports of all finished goods and store materials with identifying slow-moving and non-moving items. 5.Regularly checking & follow up of raw materials & finished goods in warehouse and suggesting corrective measures for smooth production.6.Planning and implement smooth management of store and inventory and ensuring appropriate supervision of the activities.7.Co-ordinate with production department for preparation of production schedules considering demand and machine capacity.8.Responsible to ensure that documentation of incoming stocks are properly received, recorded and checked with each order/style.9.Observed, study and prepare a draft on the issue/problem (production loss, machine, runtime/downtime, less efficiency, quality faults) etc.10.Plan, organize, co-ordinate and execute all issue and solution to higher management for permanent rectification on continuous improvement.11.Preparing different reports for finance department and any other jobs as assigned by the top management.

#### **2. Executive-MIS ( February 2, 2011 - April 30, 2013)**

## PRAN-RFL Group

Company Location : Kaligonj, Gazipur

Department: IT-MIS & Operation

### **Duties/Responsibilities:**

1. Daily receiving finished goods, stock transfer by order, DR, TO, TI & CO through ERP software system. 2. Utilized of finished goods through plant to plant stock transfer by ERP software system. 3. Prepared monthly statement of all finished goods & store materials with reconcile production department. 4. Prepared monthly inventory reports of all finished goods and store materials with identifying slow-moving and non-moving items. 5. Regularly checking & follow up of raw materials & finished goods in warehouse and suggesting corrective measures for smooth production. 6. Planning and implement smooth management of store and inventory and ensuring appropriate supervision of the activities. 7. Co-ordinate with production department for preparation of production schedules considering demand and machine capacity. 8. Responsible to ensure that documentation of incoming stocks are properly received, recorded and checked with each order/style. 9. Observed, study and prepare a draft on the issue/problem (production loss, machine runtime/downtime, less efficiency, quality faults) etc. 10. Plan, organize, co-ordinate and execute all issue and solution to higher management for permanent rectification on continuous improvement. 11. Preparing different reports for finance department and any other jobs as assigned by the top management.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters final	Zoology	National University	Second Class, Marks :56%	2006	2years	na
Bachelor 3 Years	Biology	National University	Second Class, Marks :54%	2004	3 Years	na
HSC	Science	Shibganj college, Thakurgaon	Second Division, Marks :59%	2001	2 years	na
SSC	Science	Parpugi High school	First Division, Marks :64%	1999	2 years	na

Training Summary							
Training Title	Topic	Institute	Country	Location	Year	Duration	
Diploma of IT	MS-Office, HTML, JavaScript, PHP, Photoshop, Flash, Java, JSP, J2EE, Microsoft .NET Framework 3.5, Oracle	DOB-8022W IT Scholarship Project	Bangladesh	Dhaka	2010	1 year	

### **Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Expected Salary : Tk. 18,000  
Preferred Job Category : Commercial/Supply Chain, IT/Telecommunication  
Preferred District : Anywhere in Bangladesh.  
Preferred Country : Germany, Italy, Japan, Qatar, Saudi Arabia, United Kingdom, United States, Australia, Singapore, United Arab Emirates  
Preferred Organization Types : Manufacturing (FMCG), Multinational Companies, Pharmaceuticals, Food (Packaged)/Beverage, Group of Companies, Plastic/ Polymer Industry, Transportation, Inventory/Warehouse, Supply Chain, Steel, Motor Vehicle body manufacturer, CNG Conversion

### **Extra Curricular Activities:**

Good managerial ability Keen on learning Leadership ability in teamwork  
Enthusiastic in challenging working field Strong interpersonal communication skill  
Expertise in extempore speech Good presentation Creative and honest Trying for best up to level

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

### **Personal Details :**

Father"s Name : Md.Faizul Islam Chowdhury  
 Mother"s Name : Most.Kohinoor Begum  
 Date of Birth : December 1, 1983  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : C/O-Md.Faizul Islam Chowdhury,Vill-Mohespur,PO-Shibgonj,Dist-Thakurgaon  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md.Raziul Islam	Md.Moshaidul Islam
Organization	: Akbar Cotton Mills Ltd	Show & Tell Consulting Ltd
Designation	: Asst.Manager(Accounts) Al-Amin Center(14th	Consultant H#2/5 A (3rd Floor)
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Relation	: Relative	Academic

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