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MD.JEWEL SIKDER

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Career Objective:

To work in a challenging position that will take full advantage of my education, skill and experience as well as open a new dimension of understanding and bearing required for success as a professional.

Career Summary:

To accept challenges with great responsibility, potential, for career in national or multinational company where I can work independently in a challenging environment to develop personal skill and efficiency. In addition I am always interested to do creative work and try my best to fulfill the goal of the organization that would correlate with my job satisfaction. So I want to join any suitable post in your company

Special Qualification:

Office Program: Microsoft Word, Microsoft Power Point, Microsoft Excel.
Video Edit: Ulead Video Studio Plus-10.0, Ulead pro7
Design: Adobe Photoshop
Internet: Browsing, Searching, Mailing. Hardware Sector:

Employment History:

Total Year of Experience : 2.8 Year(s)

1. Officer (February 1, 2016 - Continuing)

Arbab Group (Arbab Poly Pack, ZK Foils & ZK Plastic)

Company Location : Siddergonj, Narayanganj, Dhaka

Department: Store

Duties/Responsibilities:

- ¼ Great customer and provide assistance
- ¼ Maintain cleanliness in the store
- ¼ Take Inventory
- ¼ Order material supply
- ¼ Check received stock invoice
- ¼ Restock shelves
- ¼ Record maintain log book and tally software
- ¼ Per week Gross check material maintain in stock
- ¼ Prepares reports by collecting, analyzing and summarizing information.
- ¼ And see production details and quick send materials in the machine

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration (MBA)	Management	Govt.Titumir College(Under Dhaka University)	CGPA:2.84 out of 4	2014	2
Bachelor of Business Studies (BBS)	Business Studies	National University	Second Class, Marks :50%	2012	3
HSC	Business Studies	AmanUllah College	CGPA:3.6 out of 5	2008	2
SSC	Business Studies	Bhandaria Vehari Pilot High School	CGPA:2.94 out of 5	2006	-

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 16000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Accounting/Finance, Commercial/Supply Chain, General Management/Admin
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization : Manufacturing (FMCG), Trading or Export/Import, Market Types
 Research Firms, Supply Chain

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangle	High	High	High
Urdu	Low	Low	High

Personal Details :

Father"s Name : Md.Jahangir Sikder
 Mother"s Name : Rashida Begum
 Date of Birth : February 2, 1990
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill : South-East Bhandaria Post : Bhandaria. Upazilla : Bhandaria.
 District : Pirojpur.
 Current Location : Dhaka Division

Reference (s):

Name : Azad Islam
 Organization : Gippers Multinational Company
 Designation : Manager
 Address : Mirpur12 , Dhaka
 Phone (Off.) :
 Phone (Res.) :
 Mobile : 01791003284
 EMail :
 Relation : Family Friend

