

Last Updated : **October 16, 2018**

MD. AL-MAMUN

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Career Objective:

Appropriate knowledge and skills on computer. Knowledge Modern warehoprocedures.

Career Summary:

As a computer oparetor in SARF 1 year (2009-2010)

As a Supervisor in IIML (Intelligent Image management Limited) From 19th May to till now

Special Qualification:

Ms Word.
Ms excell
Powerpoint
Good English communication

Employment History:

Total Year of Experience : 8.5 Year(s)

1. Store in-charge (January 7, 2017 - Continuing)

M&J group of company limited

Company Location : Member bari bazar, Gazipur, Dhaka

Department: Store

Duties/Responsibilities:

1. All type of Data entry in Oracle system.
2. Receive and inspects all incoming sample materials and reconcile with purchase orders;
process and distribute documentation with purchase orders; report, document and track damages and discrepancies on orders received.
2. Fill supply requisitions; assists buyer to order adequate merchandise and supplies; deliver sample orders.
3. Receive and store documents and files; maintain record of approved document.
4. Handle and document storage and transportation of sample materials.
6. Maintain the warehouse, records area and stores area in a neat and orderly manner.
7. Answer questions regarding procedures and resolve discrepancies regarding receipts, deliveries, warranties, repairs and surplus items.
8. Perform any other tasks as assigned by the superior.

2. Admin (May 19, 2011 - January 5, 2017)

Intelligent Image management Limited

Company Location : Dhaka

Department: Accounts & floor maintenance

Duties/Responsibilities:

1. Receive and inspects all incoming materials and reconcile with purchase orders; process and distribute documentation with purchase orders; report, document and track damages and discrepancies on orders received.
2. Maintain the warehouse, records area and stores area in a neat and orderly manner.
3. Answer questions regarding procedures and resolve discrepancies regarding receipts, deliveries, warranties, repairs and surplus items
4. Handle and document storage and transportation of materials.
5. Update daily Attendance sheet on citrix system.
6. Prepare monthly budget.
7. Distribute monthly salary.

3. Computer operator (February 1, 2008 - January 1, 2009)**S.A.R.F**

Company Location : Barisal

Department: Accounts

Duties/Responsibilities:

Maintain salary

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
B.A	General	Shahid Raja Degree collage amua	Third Class	2015
HSC	General	Shahid Raja Degree collage amua	First Division, Marks :4.1%	2010
Dakhil	General	Amua jhorkhali eshakia dhakhil madrasah	First Division, Marks :3.88%	2008

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer training	Special knowledge about MS Word, MS Excel, Power point, Outlook	Lion bd computer training centre	Bangladesh	Mohakhali	2011	1years

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 25500
 Expected Salary : Tk. 22,000
 Preferred Job Category : Garments/Textile, General Management/Admin, Data Entry/Operator/BPO
 Preferred District : Barishal, Dhaka, Gazipur
 Preferred Country : Singapore
 Preferred Organization :
 Types

Specialization:

1:- Have a good knowledge on Microsoft Office Excel and Word 2:- Good e-mail communication skill 3:- Smoothly internet surfing

Personal Details :

Father"s Name : Md. Seddequr Rahman
Mother"s Name : Mrs. Runu
Date of Birth : December 25, 1992
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village: Amua. Post: Amua. Police station: Kathalia. District:
Jhalokathi
Current Location : Dhaka
