

Last Updated : **January 11, 2019**

MD. AZIZ BIN MAKSUD

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Career Objective:

To hold a challenging and dynamic position in an organization where creative talent and innovation capabilities can be efficiently utilized. Well experienced in Strategic planning, Team Development & Leadership. Have strong organizational skills.

Career Summary:

Logistics Management, Supply chain Management, Office Management, Distribution, Warehouse Inventory stock management, MIS, SAP software, Matrix ERP, IFRMS Banking software & Support Factory in Hardware and local Networking.

Special Qualification:

Logistics management, Supply Chain Department, MIS, Distribution, Inventory/Store Management, Office Management and ERP: SAP Software Related any Work, Repotting.

Employment History:

Total Year of Experience : 12.2 Year(s)

1. Executive (August 25, 2012 - Continuing)

Gemcon Food and Agricultural Products Ltd (Meena Bazar)

Company Location : Central Warehouse, 579 Beribadh, Mohammadpur, Dhak
Department: Supply Chain Department Logistics

Duties/Responsibilities:

1. Communicate with the suppliers for relevant issues & manage transport.
2. Maintain complete updated GRN record/data & pricing in the SAP system.
3. Ensure maximum load optimization per vehicle and cost effective route plan by managing a 1st party and 3rd party transport with maintenance.
4. Checked Transport bill, Courier bill, Repair maintenance bill & Suppliers Bill's Amount VS GRN (migo) Amount.
5. Create and maintain good relationship with suppliers.
6. Suppliers Problem solve directly or over phone.
7. Develop logistical plans for current operations & logistics contingency plans.
8. Monitoring Daily attendance in our System (ERP).
9. Day by day report preparing (Inbound) & other relevant documents.

2. Senior System Engineer (December 1, 2011 - August 24, 2012)

Orbittech Information Technology

Company Location : House # 13/4(3rd floor), Road # 02, Shyamoli, Dhaka-1207

Department: IT

Duties/Responsibilities:

1. Maintain Website, data entry, processing and upload.
2. Maintain all kinds of software, hardware and local LAN.
3. Web Client support and Trouble Commutation.

3. Junior Executive (MIS) (February 16, 2008 - November 30, 2011)**OTOBI Limited**

Company Location : Otobi Centre, Plot # 12, Block # CWS(C),Gulshan-1,

Department: MIS (Distribution)

Duties/Responsibilities:

1. Maintain computer based database, data entry, audit and maintain SAP software.
2. Maintain all kinds of computer related software and hardware.
3. Maintain all kinds of Products Delivery, Billing, Challan Print.
4. Day by day report preparing , (Stock, Delivery, Physically product).
5. Assist in preparing other relevant documents.

4. OSE (On-sight Support Executive). (December 14, 2006 - February 15, 2008)**M/S Amplitude Information Technology Ltd**

Company Location : 48 A/B, Baitul Khair (7th Floor), Purana Paltan

Department: IT

Duties/Responsibilities:

Create daily transaction schedule (TT, MT, TRA, F-12, F-14) with IFRMS software of Sonali Bank Limited. And provide technical support for usability issues & critical site problemâs as needed.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Science (BSc)	B.Sc. in CSE (Computer Science and Engineering)	America Bangladesh University (AMBAN)	CGPA:3.26 out of 4	2015	3 years
Diploma in Computer Engineering	Computer	Multimedia Computer and engineering technology (MCET)	CGPA:3.16 out of 4	2007	4 Years
SSC	Science	Pirgachha High School, Bogra	CGPA:3 out of 5	2002	2000 - 2001

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
ISP Setup	Networking	Genuity IT	Bangladesh	Dhaka	2011	6th Month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 32000
 Expected Salary : Tk. 25,000
 Preferred Job Category : Commercial/Supply Chain, General Management/Admin,
 IT/Telecommunication
 Preferred District : Bogura, Chattogram, Cox"s Bazar, Dhaka, Rajshahi,
 Rangpur, Sylhet
 Preferred Country : New Zealand, Thailand, United Kingdom, Singapore, Spain,
 Swaziland
 Preferred Organization Types : Banks, IT Enabled Service, ISP, Computer
 Hardware/Network Companies, NGO, Engineering Firms,
 Garments, Audit Firms /Tax Consultant, Group of
 Companies, Furniture Manufacturer, Supply Chain, Super
 store

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Maksudur Rahman
 Mother"s Name : Mst. Ajizun Nahar
 Date of Birth : January 31, 1987
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mr. Mainul Hossen	Mr. Bishawnath Singha
Organization	: Gemcon Food and Agricultural Products Ltd	Nadia Furniture Limited
Designation	: Manager, Logistics (Supply Chain Department)	Manager Distribution
Address	: Meena Bazar, Central Warehouse, 579 Beribadh, Mohammadpur, Dhaka -1207	Ford Nagar, Dholla Bazar, Singair, Manikgonj
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Phone (Res.)	:	
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EMail	: mainul.hossen@meenabazar.com.bd	bishaw.nfl@gmail.com
Relation	: Professional	Professional