

Last Updated : **July 31, 2017**

MD. AZIZAR RAHMAN

Address: Oriental Group, House No-15, Road No-04, Dhanmondi R/A, Dhaka-1205

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Career Objective:

As a highly motivated individual I wish to use my educational qualification analytical and managerial knowledge and skills to pursue a long-term career in any organization to contribute significantly in achieving its organizational goal and objectives

Career Summary:

Data Entry Operator, Computer Operator, Team Leader, Store Assistant, Junior Executive (MIS).

Special Qualification:

I am operating ERP (Enterprise Resource Planning) and SAP (System Application Product in data processing).

Employment History:

Total Year of Experience : 10.3 Year(s)

- 1. Store, Executive (July 1, 2016 - Continuing)**

Oriental Group

Company Location : House-15, Road-04, Dhanmondi R/A, Dhaka-1205

Department: Store

Duties/Responsibilities:

- a) Maintain all Sales reports in Manual/ ERP Software.
- b) Maintain Sales stock register & Assets stock register.
- c) Prepare monthly Report reconciliation statement.
- d) Prepare Monthly/Yearly Inventory Responsible for receiving and checking sales orders for accuracy and encoding in the system.
- e) Responsible for receiving order through software & manually from sales force.
- f) Responsible for receiving orders from government, semi-government, autonomous, clinics, medical and other institutions and preparing delivery challan and bill with Mushuk 11 KHA.
- i) Responsible for verifying price or discount shown in the sales order or purchase order against the price quotation provided by the Principal.
- j Responsible for confirming the pick slip, print the invoice and forward to the Warehouse Officer for picking together with the delivery manifest.
- i) Responsible for generating sales achievement report and other reports for company sales force.

- j) Executing all the Day-to-Day Stores function as per the SOP (Standard Operating Procedure).
- k) Maintain all store reports in Manual/ ERP Software.
- l) Maintain store stock register & Assets stock register.
- m) Prepare monthly store reconciliation statement.
- n) Communicating dealers and field Corporate and dealer sales officers for generating order.
- o) Maintaining accurate timing of spare parts dispatch with proper document.
- p) Arrange meeting and prepare MOM.

2. Junior Executive MIS (Store and Distribution) (February 25, 2010 - June 30, 2016)

OTOBI LIMITED

Company Location : Otobi Limited, Mirpur, Dhaka-1216. Tel: 9016403, Fax: 9003981
Department: Store & Distribution

Duties/Responsibilities:

- A) Collect Showrooms customer order/ Dealers Order from System ERP/SAP and generate invoice according to the orders.
- B) Create Order, Purchase order, Purchase requisition to enrich Distributions/ Showrooms stock.
- C) Receive finished goods/Raw materials and posting to systems ERP/SAP and keep proper documents.
- D) Create Sales returns order and Return invoice of returned products.
- E) Preparing daily Stock Report, Sales report ERP/SAP and various reports to inform Stock movement by mail to superior.
- F) Maintain a database of all product and ensure proper documentation of incoming and issuance of products.
- G) Ability to handle distribution and sales team. Manage a large number of distributors, dealers, warehousing, retailers and sales chain.
- H) To ensure goods keep by first in first out method (LIFO & FIFO). Oversee the transportation of goods from production site to consumer to client. Accountability crosses check of SAP with the production.
- I) Materials (Stock) transfer from others plant. To ensure proper delivery & ledger maintain of finished goods.
- J) Should report to senior supervisor to Support SAP team? goals and objectives. Supervision of Subordinate & distribution Information
- K) Supervision of Subordinate & distribution Information.
- L) Maintains client confidence and protects operations by keeping information confidential. Any other responsibilities assigned by the management.
- M) Contributes to team effort by accomplishing related results as needed.
- N) Running daily stock comparison between the stock from the warehouse and the stock from the internal system(ERP/SAP);
- O) Prepare Weekly/Monthly/Annual Inventory report.

3. Team Leader (June 1, 2009 - December 31, 2009)**Election Commission Bangladesh (National ID Card Project)**

Company Location : Dinajpur

4. Data Entry Operator (October 22, 2007 - June 19, 2008)**Election Commission Bangladesh (National ID Card Project)**

Company Location : Dinajpur

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.S.S	Arts	National University	Second Class, Marks :52%	2006	3 Year
HSC	Science	Govt. College Dinajpur	CGPA:3.5 out of 5	2003	2 year
SSC	Science	Panchkur BL High School	CGPA:3.25 out of 5	2001	2 year

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Self supprotoging course of computer operation trade	Computer operating	Technical traning center (TTC) Dinajpur.	Bangladesh	Dinajpur	2006	06 Month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 19,000
 Preferred Job Category : Commercial/Supply Chain, Data Entry/Operator/BPO
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization :
 Types

Extra Curricular Activities:

Playing, Gardening.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	Medium	Medium
Bengle	High	High	High

Personal Details :

Father"s Name : Late. Abdur Rashid
 Mother"s Name : Mst. Razia Begum
 Date of Birth : August 10, 1985
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill. Rampur, Post- Godagari, Thana- Sadar, Dist- Dinajpur
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Sanjit Kumar Roy	Md. Ruhul Amin Khan
Organization	: Oriental Group	Nitol Niloy Group
Designation	: Head of Sales & Marketing	Sr. Executive
Address	: Shyampur, Kadamtoli, Dhaka	Gazipur, Dhaka
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Phone (Res.)	:	
Mobile	: 01700769902	01919096818
EMail	:	
Relation	: Professional	Professional