

Last Updated : **December 21, 2017**

MD. HABIBUR RAHMAN

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Career Objective:

By the blessing of almighty God to take up challenging job demanding hard work, Innovation and offering opportunities to learn and grow with the organization. In-sa-Allah

Employment History:

Total Year of Experience : 10.8 Year(s)

1. Executive, Distribution (MIS) (March 24, 2009 - Continuing)

OTOBI Limited

Company Location : Dhaka

Department: Distribution, MIS

Duties/Responsibilities:

1. Organize to Receive/Transfer/Delivery of finished products properly as per Invoice and maintain records.
2. Proper maintenance of finished products as per standard procedure.
3. Ensure proper handling of finished products during loading/unloading/transportation to reduce handling damage.
4. Reconcile Physical stock with MIS stock periodically.
5. Proper utilization of manpower-worked under Distribution.
6. Product availability, Price, product return etc information sharing with dealers sales team, warehouse.
7. Prepare product allocation based on dealers target & provide the allocation to Sales team & warehouse for next day delivery.
8. To ensure proper housekeeping.
9. To maintain the FIFO-LIFO System, Safety Stock, ROL, EOQ, Bin Card etc.
10. Create and presentation different types of reports such as Sales, Receivable reconciliation, Order collection, Delivery, Stock ledger and inventory purpose all reports by using MS Excel with Macro.
11. Making different types of transaction such as Invoice/ Challan, Stock transfer note, Return In-word/ Credit note, (with SAP ERP).
12. Ensure network, hardware, email setup and troubleshoot, Desktops, Laptops, Scanners and Printers.
13. Prepared VAT challan (Musak-11), Sales register posting. (Musak-17), C/A register posting. (Musak-18).
14. Hard working (Shifting duty Day-Night).

2. 3-D Modeler (December 1, 2008 - February 28, 2009)

3-D CAD Service Ltd

Company Location : M.L. Tower (10th floor), DIT Road 1. East Rampura

Duties/Responsibilities:

1. Designing model using 3ds max and Photoshop.
2. Textures design of different types building.

3. Office In charge (January 14, 2008 - November 30, 2008)

Win-Win Infosys Ltd

Company Location : 56/1/b West Panthapath (4th Floor), Dhaka-1205

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B. Sc. in Computer Science & Engineering	Computer Science & Engineering	Stamford University Bangladesh	CGPA:3.41 out of 4	2010	2007-2010	Academic
Diploma in Computer Science & Engineering (4 years)	Computer Science & Engineering	Institute of Information Technology(IIT)	CGPA:2.78 out of 4	2007	2003-2007	Academic
SSC	Science	Bolodi Ata Fazil Madrasah	CGPA:3.33 out of 5	2001	1999-2000	Academic

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Web development	Web development - HTML & CSS	Techno bd Ltd.	Bangladesh	Dhaka	2012	1.5 months
Graphics & Printing	Auto desk 3D Max, Adobe Illustrator, Photoshop	Arena multimedia, Course- CIM	Bangladesh	Dhaka	2008	Six Month
Networking	Advanced Networking (1 year)	Information Velly Ltd.	Bangladesh	Dhaka	2006	2006-2007

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 22000
Expected Salary : Tk. 0
Preferred Job Category : IT/Telecommunication, Data Entry/Operator/BPO, Graphic Designer
Preferred District : Cox"s Bazar, Dhaka, Mymensingh, Rajshahi
Preferred Country : Japan, Malaysia, Saudi Arabia, Australia, United Arab Emirates
Preferred Organization Types : Manufacturing (FMCG), BPO/ Data Entry Firm, Multinational Companies, Garments, Group of Companies, Furniture Manufacturer

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Jubed Ali Khan
Mother"s Name : Romisha Begum
Date of Birth : February 10, 1986
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill:- Halua Rajar Chahatta, P.O:- Centrel Bhaluka, P.S+Dist:-
Jamalpur.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Sheikh Abbas Ali	Abdur Rashid Sarker
Organization	: Partex Furniture Industry Ltd.	OTOBI LTD
Designation	: AGM, Production	AGM, Distribution
Address	: Madanpur, Bandar, Narayangonj, Bangladesh	Shyampur, Dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01708140760	01711404742
EMail	: abbas@psgbd.com	rashid_sarker@otobi.com
Relation	: Relative	Professional
