

Last Updated : **November 24, 2018**

MD. KHAIRUL BASHAR

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Dhaka-1216
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Career Objective:

Self-motivated person having strong leadership,negotiation and interpersonal skill and determined to achieve goal.confident to work under pressure at any place.Also prefer to work in the demanding and challenging environment with multicultural team.

Career Summary:

Looking for a challenging and promising opportunity where I can prove my ability and expertise and can enjoy professional satsfaction through my work.

Special Qualification:

Comfortable: Able to work under pressure, common communication, ability to Manage, self-driven & able to convince people.

Quality: Sincere, heartfelt, hard work, more committed to seeing the result Succeed.

Employment History:

Total Year of Experience : 4.7 Year(s)

1. **Executive (May 3, 2015 - Continuing)**

APEX Footwear Ltd.

Company Location : House No: 06, Road No: 137, Block SE(D) Gulshan-1, Dhaka-1212, Bangladesh

Department: Merchandizing & Distribution (Category Children)

Duties/Responsibilities:

• Coordinate with merchandising team and suppliers to receive the products on time.

• Check and Validate that all the products received from vendors or suppliers are in good condition and Make sure that all the documents related to receiving procedure i.e. Challan, invoice etc. are properly checked and signed

• Verify that the product description i.e. materials specification, grade, quantity etc. of PO/Challan are identical with the physical product

• Maintain proper records of products using IFS software before placing into the rack so that it can easily find out as and when necessary

• Prepare and submit weekly/monthly inventory report to management mentioning the available product name, brand, quantity, warranty period, condition etc. along with recommendations

• Prepare a separate list of products/items which are about to out-of-date and make a recommendation to management for proper utilization of such products

• Inspect and validate the un-serviceable/obsolete/damaged inventory items for disposed of and negotiate with the vendor to get the highest value

• Use FIFO method for smooth inventory management system

• Ensure compliance with all applicable regulatory requirements.

• Reporting-Monthly Inventory Report, weekly stock report.

• Prepare different type of report as per requirement of business.

• Any other tasks required or assigned by Management.

2. Officer (March 27, 2014 - April 30, 2015)**Texeurop (BD) Ltd.**

Company Location : Vogra, Joydevpur, Gazipur, Bangladesh.

Department: QC (Fabric)

Duties/Responsibilities:

• Quality Control, worker supervision, negotiation with buyers, planning, material sourcing etc.

• Prepare different type of report as per requirement of business.

• Any other tasks required or assigned by Management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Sc	Mathematics	National University	First Class, Marks :68%	2010	1 Year	First Class
B.Sc	Mathematics	National University	Second Class, Marks :55%	2009	4 Years	Second Class
Supply Chain Management & Procurement	Supply Chain Management & Procurement	Dhaka Chamber Of Commerce Institution (DCCI)	Appeared	2018	2 Years	Continue
HSC	Science	B C I C College	CGPA:4.4 out of 5	2005	2 Years	A
SSC	Science	B C I C College	CGPA:4.38 out of 5	2003	10 years	A

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Hardware & Basie Networking	Hardware, Software, Networking	Computer Solutions	Bangladesh	Manashi Plaza (1st floor),19 Indira Road, Farmagat	2008	3 Months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 36000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Garments/Textile,
 : Mechanic/Technician, Chef/Cook
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Ireland, Japan, Qatar, Saudi Arabia, United States,
 : Australia, Canada, Kuwait, Singapore
 Preferred Organization : Banks, Leasing, University, College, Multinational
 Types : Companies, Garments, Textile, Buying House, Tea Garden,
 : Group of Companies, Research Organization, Garments
 : Accessories

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Merchandising • Admin • Administration • Banks & Financial • Human Resources • Commercial/ Export-Import • Education • Math 	<p>-Strong interpersonal skills, developed through organizing the business fair and while completing various group assignments.</p> <p>-Effective communication skills, developed through working as a Volunteer in various events, and also through working as a tourist guide.</p> <p>-Aptitude to work in a group, efficiently, to attain common objectives.</p> <p>-Basic computer skills, office programs, mail handling, internet etc.</p>

Extra Curricular Activities:

Innovation thinking and creative problem solving attitude -Diversified interests in non-academic matters, facilitates assorted knowledge -Exposure to different disciplines of study generated wider array of knowledge

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Abdul Mannan
 Mother"s Name : Nadira Akhtar
 Date of Birth : October 21, 1988
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Road#14,House#27, Rupnagar R/A, Rupnagar, Mirpur-2, Dhaka-1216
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Tariqul Islam	Md. Shamsul Arefin
Organization	: Bangladesh Bank (Central Bank of Bangladesh)	Woori Bank,
Designation	: Deputy Director	Principal Officer,
Address	: Head Office, Motijheel C/A, Dhaka, Bangladesh	Uttara Branch, Paradise Tower, Plot : 11, Uttara, Dhaka.
Phone (Off.)	:	
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Mobile	: 01915784121	01672683741
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Relation	: Relative	Relative
