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MD. MIZANUR RAHMAN

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Career Objective:

Seeking a challenging position with a future-oriented Company offering Opportunities for growth and advancement where I can actualize the potential, interpersonal and communication skills I have in field of Supply Chain Management.

Career Summary:

- â Knowledgeable in business development in Supply Chain Management.
- â Strong analytical ability with excellent leadership and interpersonal skill.
- â Superior communication skill, both in oral and writing, and adept in customer relations.
- â Equipped with conflict management techniques.
- â Result focused and values proactive cooperation and innovation.

Employment History:

Total Year of Experience : 10.1 Year(s)

1. Senior Executive (February 16, 2017 - Continuing)

Samsung Factory (Fair Electronics LTD)

Company Location : Narsingdi
Department: Material Management

Duties/Responsibilities:

- â Responsible Raw material & General Store
- â Material Receiving, issuing and record keeping.
- â Arrange receiving of all raw materials.
- â Providing monthly consumption report
- â All kind of incoming materials receipt in SAP and bill processing.
- â Monthly stock report, monthly valuation report, SAP all report making.
- â Identify stagnant materials list.
- â To cross check and ensure physical stock, Bin-Card and book balance
- â Inventory control.
- â Raw material article opening /change / extension at SAP. I am also responsible for overall MIS support.

2. Executive-IT & HRIS (Payroll) (April 2, 2016 - February 14, 2017)

Interstoff Clothing Ltd.

Company Location : Kalemeshwar, Signboard, Gazipur

Duties/Responsibilities:

- To prepare Monthly workers wages sheet, over time sheet, bonus sheet & staffs salary advice.
- Assist to all functions associated with the payroll operations.
- Computing and preparing others payroll related reports.
- Liaising with staffs and workers on payroll related queries.
- To prepare daily attendance reports, to prepare daily absenteeism report and submit to the factory head.
- To prepare letters of appointment, confirmation & promotion.
- Assist to maintain and service of Desktop, Laptop & Printer, WI-Fi etc. Assist to networking, e-mail configure & maintenance. Assist to installing and configuring computer hardware, operating systems and applications.
- Assist to replacing computer parts as required.

3. Executive-MIS (December 22, 2008 - March 31, 2016)**OTOBI Limited**

Company Location : Plot# 27-29, Road# 10, Shyampur Kadamtali I/A, Dhaka-1204

Duties/Responsibilities:

- Material Receiving, issuing and record keeping.
- Arrange receiving of all raw materials.
- Daily transactional inventory verification report.
- Providing monthly consumption report
- Prepare MPI (Monthly Purchase Indent).
- All kind of incoming materials receipt in SAP and bill processing.
- Imported materials analysis report, carrying bill, discrepancy report, monthly stock report, monthly valuation report, SAP all report making.
- Identify stagnant materials list.
- To cross check and ensure physical stock, Bin-Card and book balance
- Inventory control.
- Raw material article opening /change / extension at SAP.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc Engineering	Computer Science & Engineering	Asian University of Bangladesh	CGPA:3.1 out of 4	2014	-
Diploma in Engineering.	Computer Science & Engineering(CSE).	Rajshahi Polytechnic Institute	CGPA:3.14 out of 4	2007	Four Year
Secondary School Certificate	Refrigeration & Air Conditioning	Technical Training Center, Sopura, Rajshahi	CGPA:4.14 out of 5	2003	Two Year

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
INDUSTRIAL ATTACHMENT :	Computer Hardware & Networking	Syenthiya Computer Ltd.	Bangladesh	Shaheb Bazar, Rajshahi	2007	Six Month

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 20,000
Preferred Job Category : IT/Telecommunication
Preferred District : Anywhere in Bangladesh.
Preferred Organization :
Types

Specialization:

Operating Systems: â€¢ Windows (All Versions) Database System: â€¢ ERP (Enterprise Resource Planning) â€¢ SAP (System ,Application and Products in Data Processing)
Networking and Hardware: â€¢ Experience of Setting up Small-Scale LAN in Linux and Windows Environment â€¢ Good Knowledge of computer Software and Hardware related Trouble shooting.

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Monirul Islam
Mother"s Name : Most. Monowara Khatun
Date of Birth : November 18, 1987
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Current Location : Narsingdi

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Obaidul Haque	Provash Chandra Dhali
Organization	: Akhtar Group	Doreen Group
Designation	: Manager	Manager
Address	:	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01730-320399	01718962410
EMail	:	
Relation	: Professional	Professional
