

Last Updated : **November 17, 2018**

## **MUHAMMAD WAHIDUR RAHAMAN**

Address: Vill-Alishardi, P.O-Madangonj,P.S-Bandar,Dist-Narayanganj  
Home Phone: 01835388557  
Mobile : 01729074052  
email:rahamanmohammadwahidur@gmail.com, kblwahid@gmail.com



### **Career Objective:**

To face the challenges and want to do hard work for successful career and bright future in a friendly environment with honesty, discipline, efficiently and in time to achieve company goal.

### **Career Summary:**

MBS (Management) along with 3 years experience as a Store & Distribution Monitoring Officer.

### **Special Qualification:**

One Year Diploma in computer.

### **Employment History:**

**Total Year of Experience : 6.7 Year(s)**

#### **1. Store & Distribution Incharge ( December 1, 2012 - Continuing)**

##### **Kazal Brothers Ltd.**

Company Location : 5 Shris Das Lane, Banglabazar, Dhaka.

Department: Store & Distribution

##### **Duties/Responsibilities:**

- \* Manage distribution of all products as per monthly allocation and production.
- \* Manage Store and Maintain Inventory of Stock Item, Stock Policy, Keep Stock Records with Classification of Goods, Receipt of Stores,
- \* Co- ordinate and control order cycle for customers:
- \* Handling of Customer complaints and queries;
- \* Monitor quality, cost and efficiency of movement and storage goods;
- \* Create all kinds Inventory report such as : Store Closing Stock, Sales report, Receive report, WIP report, Sale forecasting report, Sales preservation report, return analyze report, Market analyzed report etc.
- \* Analyze data to monitor performance and plan improvement;
- \* Guiding and controlling people involved in the distribution job;
- \* Liaising and negotiating with service providers of warehouse and transport;
- \* Develop the business by analyzing distribution & Store related problems and producing new solution;
- \* Implementation of Health, Safety and Environment procedures;
- \* Motivating members of the team;
- \* Setting objectives and strategy to achieve targets.

#### **2. Executive ( April 5, 2012 - November 30, 2012)**

**World Runner Express**

Company Location : Kawran Bazar, Dahka

Department: Admin

**Duties/Responsibilities:**

1. Collect information from Messenger or customer and give answer (solve the problem) to the Client why did not delivered to customer in-time.
2. Prepare monthly Salary Statement.
3. Maintain all the employees Personal File of the organization.
4. Admin support to HR department .
5. Monitoring whole Office complex.
6. Monitor Factory field level worker & time keeper.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBS	Management	National University	Second Class, Marks :50%	2008	2 years	Academic
BBS	Commerce	National University	Second Class, Marks :46%	2006	3 years	Academic
HSC	Commerce	Hazi Ibrahim Alamchan Ucca Bidhalaya	Second Division, Marks :59.3%	2002	2 years	Academic
SSC	Science	Kalagachia Union High School	Second Division, Marks :58.8%	2000	10 Years	Academic

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Trade Course	Spoken English	National Youth Development Organization	Bangladesh	Narayanganj	2008	Three month
Diploma in computer	M.S Word, M.S Excel, M.S Power point, Illustrator, Photoshop, Internet browsing, Harware knowledge	Global computer	Bangladesh	Narayanganj	2006	6 month

**Career and Application Information:**

Looking For : Top Level Job  
 Available For : Full Time  
 Present Salary : Tk. 30000  
 Expected Salary : Tk. 15,000  
 Preferred Job Category : Accounting/Finance, Marketing/Sales  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : China, India, Iraq, Italy, Malaysia, New Zealand, Australia, Austria, Canada, France  
 Preferred Organization Types : University, Advertising Ageny, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Embassies/Foreign Consulate, Garments, Buying House, Airline, Group of Companies, Call Center, Cement Industry, Garments Accessories

**Specialization:**

Fields of Specialization	Description
• MS Small Business Servers	Monitoring Online & Tally Software

### **Extra Curricular Activities:**

1. Database Online Software Monitoring, Data Entry, Software Database making Plan to Develop. 2. Maintain Tally Software, Making All Kinds of Inventory Report & Giving Idea to Customize Tally Software.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	High

### **Personal Details :**

Father"s Name : Belayet Hossain  
 Mother"s Name : Mafuza Begum  
 Date of Birth : November 10, 1983  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : As Above  
 Current Location : Narayanganj

### **Reference (s):**

Name : Md. Alomgir Kabir Rasel  
 Organization : Kazal Brothers ltd.  
 Designation : Asst. Manager  
 Address : 24 Purana Paltan, Dhaka.  
 Phone (Off.) :  
 Phone (Res.) :  
 Mobile : 01729074001  
 EMail :  
 Relation : Relative

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