

Curriculum Vitae

MOHAMMAD FAZLE RABBI

Present Address:

27/1 Solmaid, Bepari Bari, Notun Bazar, Vatara, -1212, Gulshan Model Town,
Gulshan, Dhaka-1212

Mobile: +8801993067789, +8801924037531

E-mail: fazle2101@gmail.com



Career Objective

My endeavor is to get associated with a reputed organization and be a part of the management team where I can enrich my skills further by learning and adopting environment, sharing knowledge and adding substantial values for achieving the values .

Academic Qualification

Exam Title	Concentration/ Major	Institute	Result	Passing Year
B.Com	Accounting	Habibullah Bahar College	2nd Class	2012
H.S.C.	Bussiness Studies	National Ideal College	4.60 (out of 5.00)	2008
S.S.C.	Bussiness Studies	Ahmmadbag Adorsho High School	4.63 (out of 5.00)	2006

Experience:

Total Year Of Experience: 2.8 year(s)

Post: Sub Assistant Manager (March 19,2016-Conitining)

pran-rflgroupbd.com

Company location : Laink Road Middle Badda

Department : VAT, SCM

Responsibilities:

- Planning supply chain schedules in advance in preparation for busy seasonal periods.
- Keeping in touch with suppliers and developing cordial relationships with them.
- Negotiating with suppliers to minimize raw material and transportation costs.
- Making sure that all supplier information and records are up to date.
- Checking that a supplier has valid insurance certificate, bank details and certificates.
- Overseeing the development and utilization of supply database.

- Obtaining quotes for transportation and also making cost comparisons.
- Involved in the hiring, training, supervising and mentoring of supply chain staff.
- Making of local and import VAT challan for vehicle.
- Making three days' top sheet for each local VAT challan.
- Making of VAT 20' challan.

Computer Skills & Language Proficiency

- **Web development** – HTML, Javascript, CSS
 - **Microsoft Office** – Word, PowerPoint, Excel.
 - **Applications** – Adobe Photoshop, Internet Explorer.
- ❖ Fluent in reading, writing and speaking in both Bangla & English.

Personal Skills

- Friendly, approachable personality with a positive outlook.
- Highly organized and methodical with excellent time management and prioritization.
- Ability to remain calm and focused under pressure and work within strict deadlines.
- Welcome challenges, learn fast and adapt well to new situations and opportunities.
- A committed team player, ability to lead, motivate and inspire others.

Personal Details:

Father's Name : Abdul Mannan
 Mother's Name : Arifa Mannan
 Date of Birth : 19 January, 1990
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi (By birth)
 Religion : Islam
 Blood Group : B^{+(ve)}
 Permanent Address : 27/1 Solmaid, Bepari Bari, Notun Bazar, Vatara -1212, Gulshan Model Town, Gulshan, Dhaka-1212
 NID Number : 2847006430

References

Mr Bishawjit Biswas Rupgonj Industrial Park Manager-VAT Rupgonj, Dhaka Mobile: +8801717-691593 Relation: Professional	Md anisur rahmanAssociate Pran-Rfl Centre Manager-SCM Middle Badda, Dhaka Email: rfl704@prangroupbd.com Relation: Professional
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Declaration

I certify that all information stated in this resume is true and compiled to the best of my knowledge. I authorize the receiver of this resume to verify the information provided in the resume if required.

Thank you.

A handwritten signature in black ink, appearing to read 'Rabbith', is written over a light yellow rectangular background.

MOHAMMAD FAZLE RABBI

Date : 1 January, 2019