

Last Updated : **October 28, 2018****RONJU AHMAD**

Address: Dewanbari, Kashimpur, Gazipur-1704
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**Career Objective:**

Looking for a challenging position in a well known Organisation to utilise my skills and knowledge. My strong work ethics, commitments and skills are fully geared to demonstrate the highest level of quality services.

Career Summary:

I complied Bsc & Msc from National University. Excellent computer knowledge (ms office, internet browse, erp software). Effective in maintaining good communication with others.

Special Qualification:

I am a smart, Young, energetic, dynamic an outgoing pleasant personality and strong Inter-personal skill with an ability to work at a high pace one's own imitative

Employment History:

Total Year of Experience : 3.7 Year(s)

1. **Inventory & store Officer (June 15, 2015 - Continuing)**

DBL Group.

Company Location : Dewanbari, Kashimpur, Konabari, Gazipur.
 Department: Ready mix Batching Plant.

Duties/Responsibilities:

1. Requisition through .
2. GRN Create.
3. Product receive.
4. Process all type of bills.
5. ERP Software.
6. Oracle Operating in Computer .
7. Update internal & external documents.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Sc	Microbiology	National University	Second Class, Marks :57%	2009	1 Year	Second Class
B.Sc (Hon"s)	Botany	National University	Second Class, Marks :48.45%	2008	4 years	2nd class
HSC	Science	Sherpur Digree College, Sherpur, Bogra.	CGPA:2.2 out of 5	2003	2 years	C grade
SSC	Science	Sherpur D.J High School, Sherpur, Bogra.	Second Division, Marks :54.18%	1999	2 years	2nd division

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma in Computer Office Application Course.	Ms Word, Excel, PowerPoint, Access, / Adobe Photoshop and Illustrator, Window XP,7, Net browsing.	ICT Institute, Govt. Azizul Haque College, Bogra.	Bangladesh	Bogra	2010	6 Month

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 16,000
 Preferred Job Category : Commercial/Supply Chain, Garments/Textile
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Australia
 Preferred Organization : Garments, Buying House
 Types

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Transport/ Airline/ Travel • Business development • Service Sector 	1. Professional selling skill. 2. Computer operating ERP (Oracle) Software.

Extra Curricular Activities:

Drive motorcycle.

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Shihab Uddin
 Mother"s Name : Mst. Rokeya Khatun
 Date of Birth : February 25, 1984
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Town colony. PO: Sherpur. PS: Sherpur. Dist: Bogra.
 Current Location : Gazipur

Reference (s):

Name	: Md. Serazul Islam
Organization	: HSBC
Designation	: Officer (GTRF)
Address	: Tejgaon Branch.
Phone (Off.)	: +8809666-331264
Phone (Res.)	: n/a
Mobile	: 01992765424
EMail	: seraz05@gmail.com
Relation	: Family Friend
