

SHARIF MD YOUSUF

Address: 1260/3, Kayer Bazar, Khulna -9100

Mobile No: +880 17 12-765 438

Email : sharifyousuf019@gmail.com



Career Objective:

To find challenging position to meet my competencies capabilities skills education and professional experience, I am willing to contribute total support to the Organization to achieve its goals and create mutual benefit

Career Summary:

Proficient in prioritizing and completing tasks in a timely manner and problem solve quickly, accurately and efficiently to achieve individual and team goals. Offers the following expertise Strong technical auditing skills In-depth management reporting Developing and implementing auditing procedures and controls Facilitating of external auditing procedures Regulatory compliance Staff management & development Maintaining stock management system in accordance with LIFO & FIFO method

Employment History:

1. Warehouse Manager (0.00 yr)

(January, 2024 – Continue)

Y & F HEALTHCARE LTD

SFB#03(2nd & 3rd floor) & Plot No#157-161Mongla EPZ, Bagerhat

Area of Expertise

Management and Leadership (0.00 yr)

Duties/Responsibilities

- . Store management
- . Work On LIFO FIFO Method
- . Import & Export Data Entry
- . Working as per instructions of head office
- . Production and raw material used account
- . Receive Material & Issue as per Goods requisition, Delivery Callahan, Purchase order, Packing list
- . Purchase order & receive for goods use factory
- . Prepare monthly & yearly production and delivery report

2. Junior Manager cum Marketing (1.64 yr)

(August, 2022 – Jan, 2024)

R AHMED & CO

Sister concern of TITAS GROUP

2/2 Kalibari road, Boro bazar, Khulna

Area of Expertise

Management and Leadership (1.4 yr)

Duties/Responsibilities

- . Factory & Sell management
- . Dealer Communication
- . Working as per instructions of head office
- . Program management
- . Purchase entry
- . Production and raw material used
- . Cost of goods sold
- . Customer summary for session

3. Junior Manager Cum Accountant (1.8 yr)

(February, 2021 – October 2022)

MITALI FOOD INDUSTRIES LTD

BSCIC Industrial estate, shiromoni, Khulna

Area of Expertise

Bangladeshi food (1.8 yr),

Food Supplier (1.8 yr)

Duties/Responsibilities

- . Sell & Purchase entry
- . Production and raw material used
- . Store management
- . Date wise Sale transaction summary
- . Date wise sale and bill Sundry
- . Month wise transaction report
- . Weekly & monthly income expenses reporting

4. ASSISTANT WAREHOUSE EXICUTIVE (1.7 yrs)

(February, 2019 - September, 2020)

KOTOBUKI BANGLADESH LTD

PLOT 31-32 & 46-47 Export processing zone, Mongla, Bagerhat-9351

Area of Expertise

Data Entry Operator (Both English & Bengali) (1.7 yr),

Assist Inventory Warehouse (1.7 yr)

Duties/Responsibilities

- . Maintain Store compliance including LIFO, FIFO & BIN Card Method.
- . Responsible to preparing weekly, monthly & yearly stock report.
- . Goods return to floor stock register and posting.
- . Receive Material & Issue as per Goods requisition, Delivery Callahan, Purchase order, Packing list.
- . Prepare daily, weekly, and monthly & yearly production and delivery report.
- . Monitor warehouse activities to ensure that goods are stored correctly and safely.

5. Assistant Accountant (3.10 yrs)

(March, 2015 - January, 2019)

SAMS CORPORATION LTD

65, Sir Iqbal road, Khulna

Head Office-33 B, Purana Palton,

soliman plaza 3rd floor, suite 8, Dhaka 1000

Area of Expertise

Cash and Fund management (3.10 yrs),

Computer operating knowledge with different software (3.10 yrs)

Duties/Responsibilities

- . Maintain ledger & Excel sheet.
- . Software Maintain.
- . Networking Outside consumer communication.
- . Management order following.
- . Different correspondence with the client.
- . Special assignment by the departmental head as well as by the Chairman.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass. Year	Duration
Bachelor of Arts (BA)	Human Resource Management (HRM)	Govt. B. L. College, Khulna	CGPA:3.5 out of 5	2015	3
HSC	Humanities of Arts	Govt. H.S.S. College, Magura	CGPA:2.3 out of 5	2011	2
SSC	Humanities of Arts	Nanduali D.U. Secondary School	CGPA:3.69 out of 5	2008	2

Training Summary:

Training Title	Topic	Institute	Location	Year	Duration
Language Course	English Language course	Modern Language Center	Khulna University	2012	Six Month
Shorthand & Computer Application	Certificate-in-Computer Secretary of Science & Office Application	Bangladesh Computer Training Institute, Khulna	80/1 Khan Jahan Ali Road, Khulna	2012	Six Month

Reference (s):

Name	: ABE BIN SELIM	MD SAIFUL ISLAM
Organization	: KOTOBUKI BANGLADESH LTD	ISLAMI BANK HOSPITAL, KHULNA
Designation	: GENERAL MANAGER	HOSPITAL IN-CHARGE
Address	: PLOT 31-32 & 46-47, MEPZ, BAGERHAT	42 KHAN JAHAN ALI ROAD, KHULNA
Phone (Off.)	: 0466-275444	041-810742
Relation	: Professional	Professional

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, JESSORE
BANGLADESH



Registration No : 456871 / 2006-2007

Serial No. JB 8071602

Jbcs No : 082168903

SECONDARY SCHOOL CERTIFICATE EXAMINATION, 2008

*This is to certify that Sharif Md. Yousuf
son/daughter of Md. Akub Ali and Mst. Aklema Begum
of Nanduali D. U. Secondary School
bearing Roll No. 276112 duly passed the Secondary
School Certificate Examination of 2008 in Humanities Group and
obtained G.P.A. 3.69 in the Scale of 5.00.*

*His/Her date of birth as recorded is Sixteenth July Nineteen
Hundred and Ninety Three.*

Jessore
Date of Publication of Result : 26 June, 2008

Compared
Wahid

Checked
Mamun

Dr. Simbura H.
Controller of Examinations

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, JESSORE

BANGLADESH

Registration No : 850381/2008-2009

Serial No. JBC 0041434

JBCS No. 112041415



Higher Secondary Certificate Examination, 2011

This is to certify that *Sharif Md. Yousuf*
son/daughter of *Md. Aius Ali and Mt. Aklema Begum*
of *Gout. H. I. I. College, Magura*
bearing Roll *Magura - 343* No. *821457* duly passed the *Higher*
Secondary Certificate Examination of 2011 in *Humanities* Group
and obtained *G.P.A. 2.30* in the Scale of *5.00*.

Jessore

Date of Publication of Result : 27 July, 2011

Compared:

[Signature]

Checked:
[Signature]

[Signature]
Dy. Controller of Examinations

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D0042727

240113/006154



National University

Gazipur, Bangladesh

Registration Card
Degree (Pass) Course



(প্রফেসর মোঃ শফিউল্লাহ সরদার)
সরকারি বি. এ.

Student's Name : SHARIF MD. YOUSUF

Father's Name : MD. AIUB ALI

Mother's Name : MST. AKLEMA BEGUM

College Code & Name : (0322) GOVT. B. L. COLLEGE
Course : B. A.

Registration Number : 1693846

Academic Session : 2011-2012

Subject Codes : 301 -- BENGALI NATIONAL LANGUAGE
306 -- ENGLISH (COMPULSORY)
421 422 423 424 -- ISLAMIC STUDIES
431 432 433 434 -- PHILOSOPHY
451 452 453 454 -- POLITICAL SCIENCE

(প্রফেসর মোঃ শফিউল্লাহ সরদার)
সি. এ. এ.

Student's Signature

Principal's Signature & Seal

Registrar
National University

Recognized by People's Republic of Bangladesh & Bangladesh Technical Education Board Affiliated-

Bangladesh Computer & Technical Institute (BCTI)

Institute Code No : 35072



Sl. No- 1928

CERTIFICATE



Reg No.- 35072/017857

Batch No.- 76/061194

This is to Certify that *Sharif Md. Yusuf*

Father's Name *Md. Arib Ali*

Mother's Name *Mst. Aktima Begum*

of *Bangladesh Computer & Technical Institute, Khulna. (35072)*

Duly passed in the final test of Certificate-in- *Computer Office Application*

Held in the Month of *01 January* 12 to 30 June *in 2012* and that He / She secured

Grade *A* The duration held of the course *6* Months / Years.

Compared By : *ay*

Said

Dated *Khulna* the *Sep. 02* 2012

Program Co-ordinator

Director of BCTI



MITALI FOOD INDUSTRIES LTD

Factory: BSCIC Area shiromoni, Khulna
ShowRoom: 26, Kalibari Road, Khulna.

TO WHOM IT MAY CONCERN

It is pleasure to write about Mr. Sharif Md. Yousuf, son of Mr. Aiub Ali, 1260/3, Koiya Bazar, Khulna who has worked with MITALI FOOD INDUSTRIES LTD. In the capacity of **Junior Manager Cum Accountant** of this company.

Mr. Sharif Md. Yousuf conduct during his stay us is exemplary. During his service period, he has been found sincere, reliable, trust worthy, sociable, pleasant, and open to challenges. His decision to terminate his services with us is solely his own and we wish him all the best in this his future endeavors.

Sincerely,

Imtiaz Ahmed
Executive Director
Mitali Food Industries
Limited



Kotobuki Bangladesh Limited

Mongla Export Processing Zone, Plot # 31-32 & 46-47
Phone +88-04662-75444 Fax +88-04662-75445
Mongla, Bagerhat-9351, Bangladesh

Date: 13th September 2020

TO WHOM IT MAY CONCERN

This is to certify that **Sharif Md Yousuf** has been working with us from 01st February 2019 to 13th September 2020 as **Assistant Warehouse Executive** in Kotobuki Bangladesh Limited.

During his above tenure, we found her time to be regular, honest and diligent in duties and responsibilities.

This is to certify that **Sharif Md Yousuf** holds no liabilities towards the Company.

We wish him all success in this future endeavor.



Yours Sincerely,

SHARIF MD YOUSUF
Assistant Warehouse Officer
Kotobuki Bangladesh Ltd
Mob-01712-765438

Yours Sincerely,

ABE BIN SELIM
GENERAL MANAGER
Kotobuki Bangladesh Ltd
Plot-31-32, 46-47



SHAMS CORPORATION

Architecture, Civil Engineering, Networking, Interior, Software Development, Company

Address: 65, Sir Iqbal Road, Khulna.

সূত্র :

তারিখ:

TO WHOM IT MAY CONCERN

It is pleasure to write about Mr. Sharif Md. Yousuf, son of Mr. Aiub Ali, 12, Babu khan road, Khulna-9100, who has worked with SAMS CORPORATION LTD. In the capacity of **Assistant Accountant** of this company.

Mr. Sharif Md. Yousuf conduct during his stay us is exemplary. During his service period, he has been found sincere, reliable, trustworthy, sociable, pleasant, and open to challenges. He has a genial temperament and can efficiently work in and lead a team. His decision to terminate his services with us is solely his own and we wish him all the best in this his future endeavors.

Sincerely,

(Sams Khan)

Chief Executive Officer
SAMS Corporation Ltd

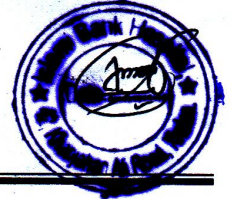
It's a multi-activities firm. If necessary contact with us: +88 015 55 01 66 60

3/1, Yousuf Row, Boro Mirjapu, Khulna. Post-9100.3/3-B Purana Palton, Soleman plaza (3rd Floor), Suit-8,
Dhaka-1000, Bangladesh shamscompany2013@gmail/yahoo.com



Islami Bank Hospital Khulna

42, Khanjahan Ali Road, Khulna.
Phone: 810742, Fax: 733914




IBHK/14/87

Date: 03/09/14

To whom it may concern

This is to certify that Sharif Md. Yousuf, S/O: Md. Ayub Ali, Road No. 147/1, Tutpara Main Road, Khulna. was appointed as Jr. PABX Operator in Islami Bank Hospital Khulna on 01/09/2012 to 03/09/2014.

I wish him success in life.


(Dr. Mahmud Mujeibur Rahman)
Superintendent
Islami Bank Hospital, Khulna.



সম্মানিত জাতি, জায়গা দল কোং
M/s. R. Ahmed & Co.

TO WHOM IT MAY CONCERN

It is pleasure to write about Mr. Sharif Md. Yousuf, son of Mr. Aiub Ali, 1260/3, Koiya Bazar, Khulna who has worked with R AHMED & CO. In the capacity of **Junior Manager Cum Marketing** of this company.

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Sincerely,



Raihan Ahmed
Executive Director
R Ahmed & Co

