PERSONAL INFORMATION

MD JONAYED HOSSEN

Place of Birth: Cumilla, Bangladesh

Phone Number: +8801872-131734

Birth Certificate Number:

Sex Male | Date of birth 05/01/2002 Nationality Bangladeshi.

JOB APPLIED FOR POSITION ASSISTANT SOTREKEERER

**WORK EXPERIENCE**

**SKILLS:** Sales Management, Retail Administrative Responsibilities,

Inventory Control, Coach, Trainer.

**KHAN PROKAUSHALI** 1st January 2023 to 31 December 2023

1. Responsible for efficiently operating receiving areas, shipping areas, supply storerooms, warehouses, and stock issue stations following applicable supply procedures and verbal instructions.

2: Maintaining inventory databases for material stocked in shore-based warehouses and ship storerooms; perform duties associated with hazardous material control and management

3: Organizing and maintaining databases, correspondence files, and reports; maintaining logistics and financial publications and CD-ROM libraries

4: Maintains authorized stock levels and issues materials as required.

5: Performs duties as assigned incidental to the receipt, storage, issue, transfer, or shipping of stock.

6: Sets up and maintains efficient storage and supply areas as assigned.

7: Entered all work orders into the computer for printouts that go to crews for daily work. Kept up with all maintenance on tools, forklifts, and other materials as needed. Worked with the inventory controller on yearly audits by the state.

EDUCCATION AND TRANING

**National University of Bangladesh**

2024 Bachelor of Arts (Still Studying)

Laksam collage, Cumilla, Bangladesh.

**Higher Secondary Certificate (HSC)**

2022 Bachelor of Humanities

Ibn Taimiya School and College.

Monohorgonj, Cumilla, Bangladesh.

**Secondary School Certificate (S.S.C)**

2020 Science

Uttar Howla High School.

` Monohorgonj, Cumilla, Bangladesh.

**PERSONAL SKILLS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mother tongue(s) | | Banglai | |  | |  |
| Other language(s) | | UNDERSTANDING | | SPEAKING | | WRITING |
|  |  | Listening | Reading | Spoken interaction | Spoken production |  |
|  | English | Good Excellent | | Good Good | | Excellent |
|  |  | I have No English Course | | | | |
|  | Hindi | Normal Normal | | Normal Normal | |  |
|  |  | I have no Hindi Course | | | | |

Communication skills • Good communication skills gained through my experience

Organisational/managerial Leadership (currently responsible for a team of 20 people)

skills

Job-related skills Very Good command of Front office Executive (currently responsible

for Front office manager)

Computer skills

• Excellent command of Microsoft Office TM tools

• Microsoft office Word, Excel, Power Point

• Adobe Photoshop

• Adobe illustrator

Other skills

Safety-oriented

• Enthusiastic

• Customer Focused

• Trustworthy

• Conscientious

Strong Communication

▪ Adaptable