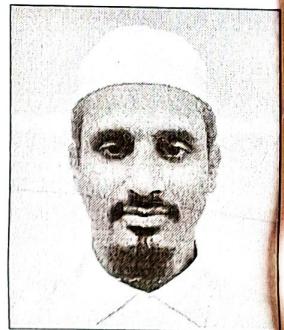


Atiq Ullah

Birbire, Jahajmara, Hatiya, Noakhali-3890
01828-520086, 01867-290154
Atiqullahmd543@gmail.Com



Career Objective

To build up a career which is not merely means of living but rather a means for making life meaningful and satisfying. To develop this position I have to such qualification. For your kind perusal and sympathetic consideration my educational qualification and other necessary particulars are given below.

Career Summary

Currently, I'm working at Abul Khair Ceramics Industries Ltd. as an Assistant Officer & Shift In-Charge. Here, I have been working in Distribution for about 7 years. My responsibilities include Delivery Processes, Distribution Operations, Planning, Warehouse Analysis, Dealing Market Complaints, Reporting Management, Market Achievement, Collaboration with Marketing & Logistics Team, Manpower Controlling and Employee Payroll. Previously, I also have expertise in marketing. I was employed as a Marketing Sales Officer in a Modern Harbal Own by Dr. Alomgir Moti.

Academic Certification

Master of Arts (M.A)

• Board	: Islamic University
• Institute	: Chattogram Necharia Kamil Madrashah.
• Major	: Hadith
• Result	: GPA- 3.55 (Out of 5.00)
• Passing Year	: 2015

Bachelor of Arts (B.A)

• Board	: Islamic University
• Institute	: Chattogram Necharia Kamil Madrashah.
• Group	: General
• Result	: GPA- 2.67 (Out of 5.00)
• Passing Year	: 2013

Higher School Certificate (Alim)

• Board	: Madrashah
• Institute	: Hazrat Khaza Kaloshah Sr. Madrashah
• Group	: General
• Result	: GPA- 3.08 (Out of 5.00)
• Passing Year	: 2010

Secondary School Certificate (Dakhil)

• Board	: Madrashah
• Institute	: Birbire Akboria Dakhil Madrashah.
• Group	: General
• Result	: GPA- 3.00 (Out of 5.00)
• Passing Year	: 2008

Special Qualification

I have very good experience with Microsoft Word and Microsoft Excel. I also have knowledge of Oracle. I always try to learn new things, and I can learn very quickly. I am very hardworking and clam individual. I approach everything with a positive mindset.

Job Experience

- Company Name : Abul Khair Ceramics Ind. Ltd. Kaligonj, Gazipur.
- Department : Distribution
- Position : Assistant Officer & Shift In-Charge
- Duration : January 2018 to till now.
- Responsibilities : DO received from Marketing. Matching the schedule and print for Planning. warehouse analysis for delivery order, Prepared a consolidation for packing the goods. Give a loading slip towards the loader. In the time of loading product & accessories handover to the truck drivers in present of security . Completed the invoice. Floor Monitoring. Create party wise delivery report. Identify problem with work procedure, then I solve it discussed with management. Ensured my target fixed quantity to delivery per shift and complete it. Takes liability all of my work procedure. Collaboration with Marketing & Logistics Team. Take complain from Marketing Team and solve it. Control Manpower. Creating department employee Roster, Attendance, Incentive and many other Reports for management need.

- Company Name : Modern Harbal. Hatitya, Noakhali.
- Department : Sales
- Position : Sales Officer
- Duration : January 2015 to December 2017
- Responsibilities : Take knowledge about daily stock, Visit selecting area, Visit retail store, Make a good connection with retailers, Give them our products information, Take order by negotiation with retailers, Products sales and daily target achieve.

Computer Skill

- Computer Operating System (Data security, Drive/Disk management, Process Management.)
- Microsoft Office (MS Word, MS Excel, MS Power Point.)
- Graphic Design (Photoshop, Video creation software.)
- Communication Tools (Instant Massaging, Video Conferencing, Email Management application.)
- Oracle E Business (Industrial Information and working process, Product Requirements, Data entry.)
- Social Media (YouTube, Facebook, Whatsapp.)
- Team Collaboration (Zoom, Skype.)

Extra Curricular Activities

In my leisure time, I enjoy reading books. Among them, I mostly read science fiction, mystery thrillers and books about historical figure. Beside this, I watch educational video content on YouTube, which helps me learn new things.

Language Proficiency

<u>Language</u>	<u>Reading</u>	<u>Listening</u>	<u>Writing</u>	<u>Speaking</u>
Bengali	High	High	High	High
English	High	Medium	Medium	Medium

Personal Information

• Name	: Atiq Ullah
• Father's Name	: Abul Kashem
• Mother's Name	: Ayesha Begum
• Permanent Address	: Vill: Birbire, P.S: Hatiya,
• Present Address	: Vill: Birbire, P.S: Hatiya,
• Date of Birth	: 15/07/1992
• Religion	: Islam
• Marital Status	: Married
• Nationality	: Bangladeshi
• NID No	: 5065987280
• Gender	: Male
• Blood Group	: A (+) ve
• Height	: 5 Feet 11 Inch
• Weight	: 82 Kg

Personal Attributes

- Hard working and energetic.
- Proactive.
- Able to work under stress
- Innovative.
- Forthright and out spoken.
- Elegant.

Reference

• Name	: Adv. Akter Hossain
• Organization	: Chittagong Judge Court
• Designation	: Advocate
• Address	: Birbire, Jahajmara, Hatiya, Noakhali.
• Contact	: 01815-196802
• Name	: Ali Ajgor
• Organization	: Metlife
• Designation	: Manager
• Address	: Birbire, Jahajmara, Hatiya, Noakhali.
• Contact	: 01734-100803

Declaration

I, the undersigned certify that, to the best of my knowledge and belief, this resume correctly describes qualifications and myself.

(Atiq Ullah)