

# MD. MASUD RANA

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## **Career Objective:**

To work in an environment where an opportunity of self-assessment and self-improvement in both individual as well as in group level can be used for the greater development of the same. I will be able to work in any kind of situation with full efforts

## **Career Summary:**

Inventory In Charge at Pubali Engineering and Construction Co. Ltd.  
Senior Inventory Officer at Amin Mohammed Group,  
Project Accountant Asset Developers & Holdings Ltd. ,  
Accountant Latest Developer Ltd.

## **Employment History:**

**Total Year of Experience : 8.7 Year(s)**

### **1. Assistant Manager/In Charge (Inventory/Store) ( May 1, 2019 - Continuing)**

#### **Pubali Engineering and Construction Co. Ltd.**

Company Location : House# 256, Road# 01, Block# B, Bashundhara, Dhaka-1229

Department: Inventory/Store

#### **Duties/Responsibilities:**

- \* Managing warehouse operations in a way that best suits the company`s vision and policies,
- \* Modernizing inventory and fulfillment operations and warehouse technologies,
- \* Overseeing receipt and proper storage of warehoused product,
- \* Controlling and verifying the inventory levels by conducting regular physical counts and reconciling with the data system,
- \* Maintaining the warehouse`s physical conditions: 1) general cleanliness and 2) organization, layout and design in a way that will ensure maximum space utilization,
- \* Coordinating with the Shipping/Logistics Supervisor and Manager to schedule outbound orders,
- \* Working directly with the Purchasing department to ensure proper stocking levels are maintained,
- \* Oversees all business and activity relating to store inventory control.
- \* Delegates tasks and assignments to inventory clerks.
- \* Maintains and updates records of store inventory.
- \* Performs miscellaneous job-related duties as assigned.

### **2. Senior Executive - Inventory ( July 1, 2016 - April 30, 2019)**

#### **Amin Mohammed Group**

Company Location : Dhanmondi C/A, 752 Satmasjid Road, Dhaka 1205, Bangladesh

Department: Inventory

#### **Duties/Responsibilities:**

- \* preparing the purchase orders, receiving, storing, issuing the goods, managing the stock levels and giving out the supplies from the stock.
- \* preparing the inventories, maintaining the stock records, using computerized systems for entering the records and is accountable for checking the supply invoices with the purchase orders.
- \* preparing the reports on adjustments done to inventories that may be damaged, spoiled, etc., and coordinates the purchasing, inventory and warehousing functions.
- \* To maintain record of receipts as well as issuance of items that are going out of the warehouse to ensure accuracy and completeness,
- \* To be involved in reconciliation of physical stock with the stock in the system,
- \*To oversee that the arrangement of goods has been done in an orderly system within the stock location system so that the stock can be stored easily and retrieved whenever there is a requirement. Similarly, he/she ensures that the stocks stay physically protected in the warehouse,
- \* Monitors and maintains current inventory levels,
- \* May serve as cashier and handle petty cash and cash-related payments,
- \* Performs miscellaneous job-related duties as assigned.

### 3. **Project Accountant ( December 21, 2014 - June 30, 2016)**

#### **Asset Developments & Holdings Ltd.**

Company Location : 91, Gulshan Avenue, Dhaka-1212

Department: Project Finance

#### **Duties/Responsibilities:**

- \* Materials Receive As Per Purchase Order,
- \* Locate which have been accepted,
- \* Plan and execute the works of Loading, Unloading, Receipt, Inspection, Stacking, and Issuance of the materials,
- \* Maintain all storage areas in safe, clean, and tidy condition always,
- \* Making Salary Attendance Sheet,
- \* Monthly Report, Semi Yearly Budget Making,
- \* Prepared MPR, MRR, SRN, TMRR, MIN, GP etc.
- \* Monitors and maintains current inventory levels performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- \* Performs miscellaneous job-related duties as assigned.

### 4. **Accountant ( June 1, 2012 - December 31, 2013)**

#### **Latest Developer Ltd:**

Company Location : Dhaka

Department: Project Finance

#### **Duties/Responsibilities:**

Project Administration, Client Handle, Making Salary Sheet, Petty Cash Handle, Bank Translation, Cash Book Handle, Monthly Report, Semi Yearly Budget Making, MPR, MRR, SRN etc

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Achievement
Master of Business Administration (MBA)	Human Resource Management	Institute Of Science and Technology	CGPA:3.23 out of 4	2013	A-
Bachelor of Business Administration (BBA)	Marketing	Institute Of Science and Technology	CGPA:2.62 out of 4	2012	B-
Higher Secondary School Certificate (HSC)	Business Studies	Dhamrai Gov. Collage	CGPA:3 out of 5	2007	B
Secondary School Certificate (SSC)	Business Studies	Gazir Chat A M High School	CGPA:3.06 out of 5	2005	B

#### **Training Summary:**

Training Title	Topic	Institute	Country	Year	Duration
Software Programing	PHP Programming, JavaScript, MySQL, WordPress, HTML&CSS	4axiz ltd.	Bangladesh	2014	6 Months

#### **Professional Qualification:**

Certification	Institute	Course
Warehouse Management: Inventory, Stock and Supply Chains	ALISON	Online
Supply Chain Logistic	Rutgers University	Online
Communication Skill in English	Georgia Institute of Technology	Online

#### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"><li>• Inventory or Store or Warehouse</li><li>• Supply Chain</li><li>• Purchase/ Procurement</li><li>• Store Management</li><li>• Tally ERP 9</li><li>• Inventory Management</li><li>• MS Office Applications</li><li>• logistic management</li><li>• ERP Systems</li></ul>	<ul style="list-style-type: none"><li>* Inventory Management - Expert Level,</li><li>* Store Management - Expert Level,</li><li>* Warehouse Management - Expert Level,</li><li>* Procurement Management - Expert Level,</li><li>* Project Accounts - Intermediate Level,</li><li>* Logistics Management - Intermediate,</li><li>* MS Office Application - Expert Level,</li><li>* HTML5&amp;CSS3 - Expert Level,</li><li>* Software Programming And Management</li></ul>

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium
Hindi	Low	Low	Medium
Arabic	High	Low	Low

**Personal Details :**

Father's Name : Md. Abul Khair  
Mother's Name : Rashida Begum  
Date of Birth : August 15, 1988  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 8686159594  
Religion : Islam  
Passport No : AO1803330  
Driving License No : DK10493733CL0001  
Passport Issue Date : 8/25/2021  
Permanent Address : House:- 03, Road:Kandail Masjid Road,-Kanadil, Post:- Ziraboo, Ashulia, Dhaka  
Current Location : Dhaka  
Blood Group : B+

**Reference (s):****Reference: 01**

Name : Md. Shaheen Alam  
Organization : 4axiz IT Ltd  
Designation : Managing Director  
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Relation : Professional

**Reference: 02**

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Professional