



Personal Summary: A highly motivated, proactive, and enthusiastic individual with 18 years' experience in administration, management, sales & marketing, procurement & logistics, and store management, I excel in a team environment in a busy office. Provide timely, accurate, and efficient administrative support to office managers and directors in an organized and proactive manner.

Wasi Uddin

Phone:

+880 170 44 33845

+880 167 71 73128, [Whatsapp](#)

E-Mail:

Sojib10134@gmail.com

Sojib1979@yahoo.com

Skill Highlights

- Interpersonal Skills.
- Communications.
- Logistics & Supply Chain
- Sales & marketing
- Customer Service Skills.
- Inventory & Stock control
- Administrative Skill.
- Logistics & Procurement.
- Video Editing.

Languages

Bangla – Native Language

English – Fluent.

Arabic - Fluent

Hindi – Fluent

Personal Information

Father's Name: Farshi Uddin.

Mother's Name: Zahura Begum.

DOB: 20th September 1980

Religion: Islam / Marital Status: Married

Address: Mirpur-1, Ansar Camp, Dhaka-
1216, Bangladesh.

Driving License

I have a (KSA) driving 4W driving license.

Experience

Moringo Organics Bangladesh Pvt Ltd (Indian MNC)

Admin Executive.

January 2nd 2020 – Current

Duties

- Contact & Deal with foreign delegates.
- All daily administrative works.
- Finding product damages, gather the information, analysis, determine & Implementation & solution cost of the product.
- Coordinating with Accounts & top management.
- Following up with distributor by phone, email, verbally.
- Prepare & responsible for Daily sales, Courier, bills, and documents.
- Deposit/Withdraw & communicate with the bank.
- Stock follow-up, inventory.
- In order open new bank account, maintains cash, cheque, voucher, and statement with the various bank for deposit/withdraw money.

Pacific Lake View Hotel & Resort, Dhaka.

Sr. Executive Sales and Marketing, April 5th 2017- December 31st 2019

Duties:

- Meeting & greeting clients and visitors to the hotel.
- Preparing & follow up on sales & delivery/ invoice sheet.
- Communicating & following sales.
- Providing facilities and demonstrating to the client/companies.
- Responsible & follow up with the visited companies.
- AIR ARABIA Ticketing and reservation.
- Bidder For Japanese Car Auction.

Khan Korea BD Limited, Agro Based Company.

Admin and Sales Executive February 1st 2012- March 31st 2017

Duties:

- Welcome and receive the foreign delegates.
- Arranging meetings, hotel reservations, and field visits.
- Correspondence and follow-up sales and other business deals
- Demonstrate to the field sales and field person about the product.
- Sourcing & making agreements with new dealers.
- Collecting cash sales and bank cheques and deposits to the bank.
- Stock and store charge.
- Briefing about fertilizer to the dealer, and farmers.

Experience

Al Swayeh Co. Ltd (Construction Div. Jeddah) Saudi Arabia. Group of Al RAJHI Investment & Company.

Finance & Admin Executive Secretary, April 4th 2004-June 11th 2011

Duties:

- Daily responsibilities the work of office taking over by the management.
- Raising purchase orders and invoice tracking, creating and modifying
- Office stock and ordering suppliers as necessary for warehouse goods
- Procurement management
- Responsible for the purchase order in the Oracle system and barcode.
- Follow up project's manpower and their monthly timesheet.
- Follow up the payment for sub-contractors with the payment scenario
- Work as a team & prepare for stock inventory for the main store.
- **SAUDI ARAMCO** Hot & Cold work permit provider to labor & maintain.
- Subcontractors, renew, and collaboration with Aramco department
- Basic knowledge about fire and safety management systems

Academic Qualifications

BSS (Bachelor Of Social Science)
Bangladesh National University 2001

Reference Available

Mr. Jewel Farshi.

Company / Organization:

Bangladesh Film Development Corporation-BFDC

Profession : Film Producer / Director.

Mobile: +880-1775488876

Proficient in Special Software

Oracle, SQL plus 6, Quick books, and Microsoft office with internet operations.

Video Interview Link

<https://www.youtube.com/watch?v=wGGzvhVUMiY>.

Authenticity: Clearly, this is not a sufficient representation. The field ground of the work is where I can perform my tasks. I can prove that I am hardworking, honest, & dedicated to your company.

Thank you,



Wasi Uddin

SWAYEH CO.

Trade - Agri- Cont -



شركة السويح
للتجارة والزراعة والمقاولات

REF.: _____

الرقم: ش.م. ٠١ / رض / ٩٠٤٦ / أم س

DATE: _____

التاريخ: الاثنين، ٠٧ نيسان، ٢٠٠٨ / ٠١ ربيع الثاني، ١٤٢٩

المحترمين

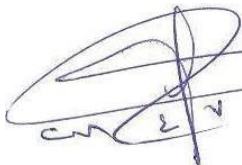
السادة / مصرف الراجحي / جده

السلام ورحمة الله وبركاته

بهذا نفيد سعادتكم بأن السيد / وصي الدين فارس الدين (بنغلاديشي الجنسية) إقامة نظامية رقم ٢١٨٦٣٨٠٨٠ صادرة من إدارة جوازات جدة الرياض يعمل لدينا وتحت كفالتنا تاريخ ٢٠٠٤/٠٤/٠٦ وما زال على رأس العمل بوظيفة (سكرتير) ويتقاضى المذكور راتباً شهرياً شاملاً قدره (٣٠٠٠) ريال (فقط ثلاثة الاف ريال سعودي لا غير) ويرغب المذكور بفتح حساب جاري لديكم والشركة لا مانع لديها من ذلك وقد أعطي له هذا الخطاب بناءً على طلبه دون أدنى مسؤولية على الشركة.

وتفضلوا بقبول فائق التحية والاحترام،،،

شركة السويح المحدودة


SWAYEH CO.
Trade - Agri - Cont.
Personnel Dept.
C.R. : 101005212