



MD. ANISUR RAHMAN

Career Objective

To build a professional career in a reputed organization where I can utilize my skills in business management, financial operations, apparel merchandising and customer coordination. I am eager to contribute to organizational success through efficiency, accuracy and a strong willingness to learn while continuously developing my professional capabilities.

Job Experience

The Tawheed Plastic Industries | Manufacturer & Supplier

Junior Executive

May 2025 – November 2025

Collecting work orders, preparing and submitting bills, submitting approved invoices, collecting payments, and clearing party payments through bank transactions.

M/S Maa Enterprise | Whole Sale & Distributor

Cashier cum Manager

June 2021-December 2024

Evaluated customer needs, conducted market research, managed inventory and cash flow, maintained customer relations, ensured service delivery, performed audits, and handled financial records with suppliers.

Madina Health Hospital & Diagnostic Center | Health Consultant

Receptionist cum Data Analyst

April 2016-May 2021

Managed reception and appointments, handled patient inquiries, maintained records and billing, analyzed reports and ensured accurate cash transactions and financial documentation.

Islamia Arabia Talimul Quran Madrasa | Education Center

Junior Teacher

January 2018 – March 2021

Taught Math, Science, and Islamic studies; maintained attendance records; supported classroom discipline; assisted in preparing teaching materials, creating exam questions, and evaluating student performance.

Contact

 +880 1814 419038

 anisctg381@gmail.com

 Habilb Residence, Sha Jalal Para, Hathazari, Chottagram.

Education

● National University

Bachelor of Business Administration
Govt. Commerce College
Major in Management
Completed in 2019

● Higher Secondary Certificate

Business Studies
Govt. Hathazari College
Completed in 2014

● Secondary School Certificate

Business Studies
Hathazari Parbati Model Govt. High School
Completed in 2012

Awards

Certificate of Recognition

Institute: UNICEF

Year: June to July, 2021



Skill

- Apparel Merchandising & Order Follow-up
- Production Planning, PPC & T&A Coordination
- Excel & ERP Software Operations
- Costing, Price Negotiation & Budget Control
- Quality Control & Compliance Basics
- Fabric, Trims & Accessories Sourcing
- Accounting, Billing & Financial Transactions



Co-Curriculum Activities

- Executive Member of “**Hathazari Blood Bank**”.
- Attend on “**Basic Office Etiquettes**” Seminar held on 21 April, 2024.



Personal Information

Permanent Address:

148/5, Habib Residence, Shajal Para, Hathazari Municipality, Chittagong

Passport No:

A08009944

Professional Licence No:

CG00525531L00001

Nationality:

Bangladeshi

National Id No:

595 240 2559

Blood Group:

B+ (ve)



Professional Qualifications

Apparel Merchandising Training Course

- **Institute:** National Institute of Youth Development, Savar, Dhaka.
- **Duration:** 03 Months
- **Topics Covered:** Overview of the Apparel & Textile Industry, Garment Manufacturing Process, Costing, Pricing & Negotiation, Export Documentation, Shipment & Use of Excel/ERP, Fabric, Trims & Accessories Knowledge, Quality Control & Compliance Basics, Buyer Communication & Tech Pack Analysis.

Small Business Management Course

- **Institute:** AS-Sunnah Skill Development Institute, Aftab Nagar, Dhaka.
- **Duration:** 03 Months
- **Topics Covered:** Practical Accounting Management, Effective Communication Skill, Advance Excel, Tally ERP Software, HR & Office Management, Generative AI Tools.

Office Management Course

- **Institute:** Juba Kallayan Training Complex, Hathazari, Chittagong.
- **Duration:** 03 Months
- **Topics Covered:** MS Office: Word, Excel, PowerPoint, Google Docs, Sheets, Basic typing & formatting.



Language Proficiency

Bangla (Native)

English (Communicative)



References

Tanvir Ahmad

In Charge

As-Sunnah Skill Development Institute

Phone: +880 1705 729818

Email: tanvir.assdi@gmail.com

Relation

Acadmaic

Md. Johurul Islam

Certified Trainer & Assessor
(NSDA & BTEB)

National Institute of Youth Development

Phone: +880 1571 416981

Email: johurulfdt@gmail.com

Relation

Academic