



Contact Info:

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Mailing Address:

Sayedpur Koriotola, GMC-3 No Goli,
P.O, P.S, & Dist: Narayanganj.

Skills:

- Transport & Dispatch Management
- Warehouse Operations
- Inventory Control
- Team Leadership & Coordination
- Route Planning & Delivery Monitoring
- Documentation & Reporting
- Driver Monitoring & Fleet Operation
- Experienced in using ERP, SOP, and Oracle software to efficiently manage data, reporting, and operational tasks in Accounts, Distribution, and Transport sectors with honesty and accuracy.
- Recruitment and selection, official documentation and record management, attendance–leave and payroll support, employee coordination and effective communication, and basic knowledge of HR policies

MD. SAIFUR RAHMAN

Objective

Experienced and dedicated Transport & Distribution professional of hands-on experience in warehouse operations, dispatch handling, and logistics coordination. Seeking a challenging position in a reputed cement company contribute to efficient transport & distribution, supply chain operations and ensure smooth delivery processes.

Education

- **Bachelor of Business Studies : (B.B.S)**
Group : Management
Passing Year : 2009
Result : 2nd Class
Board : National University
- **Higher Secondary Certificate (H.S.C)**
Group : Business Studies
Passing Year : 2005
Result : G.P.A-3.70
Board : Dhaka.
- **Secondary School Certificate (S.S.C)**
Group : Business Studies
Passing Year : 2003
Result : 3.25
Board : Dhaka.

Working Experience

- Served as an "Distribution Officer" Saha Cement Ind. Ltd. (A Unit of Abul Khyer Group), Munshiganj. Duration 15/1/2010 to 30/4/2015.
- Served as an "Distribution & Transport", Eastern Cement Ind. Ltd. (A Unit of Doreen Group) Sumilpara, Siddhirganj, Narayanganj. Duration 01/5/2015 to 30/4/2018.
- Served as an (Distribution Senior Executive & Transport), Metrocem Cement Ind. Ltd. (A Unit of Metrocem Group) Mukterpur, Munshiganj. Duration 01/9/2018 to 22/07/2024

Language :

- Bengali - Proficient
- English - Good Working Knowledge.

Computer Knowledge:

- Worked in the operating system Windows 2007, Windows XP and have some knowledge about Microsoft Word, MS Excel, ERP, SOP, ORACAL, Tally Software experience Etc.

Interest:

- Crafting
- Painting
- Designing
- Travelling
- Internet Browsing

Duties & Responsibilities

- Planning delivery routes and schedules for timely dispatch
- Managing trucks and drivers, ensuring timely reporting
- Supervising accurate loading and unloading of goods
- Preparing challans, delivery slips, and driver documentation
- Tracking vehicle movement and providing delivery status updates
- Maintaining proper stock and inventory records at depot or ghat
- Coordinating with dealers or project sites for smooth delivery
- Controlling transport costs and maintaining daily trip records Ensuring compliance with traffic laws and safety protocols
- Experienced in using ERP, SOP, and Oracle software to efficiently manage data, reporting, and operational tasks in Accounts, Distribution, and Transport sectors with honesty and accuracy.
- Recruitment and selection, official documentation and record management, attendance–leave and payroll support, employee coordination and effective communication, and basic knowledge of HR policies

Personal Info.

Name	: Md. Saifur Rahman
Father's Name	: Md. Lutfor Rahman
Mother's Name	: Nilufa Rahman
Date of Birth	: 11 th October 1989
Permanent Address	: 22/6, North Golapbag, Word No: 85, Jatrabari, Dhaka-1203.
Nationality	: Bangladeshi
Sex	: Male
Religion	: Islam
Marital Status	: Married
Height	: 5'-10"
Weight	: 80 Kgs

Declaration

I, **Md. Saifur Rahman**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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