

Resume of GALIBUL MAHADI

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Career Objective

Searching for a desirable opportunity with which i will have the scope and utilizing my skills and potentiality to do something innovative for development and from which i will be able to enhance my knowledge and efficiency.

Academic Qualification:

Title of Degree	Groups/Major	Institute	Result(CGPA)	Pass.Year
Bachelor of Science	Science	National University	3.79/4.00	2020
Higher Secondary Certificate	Science	South Asian College Chittagong	3.40/5.00	2014
Secondary School Certificate	Science	Shah Wali Ullah Institute	4.50/5.00	2012

Professional Experience (1)

Company Name: Complete Kitchen Electronics

Postition: Online Sales Executive & Warehouse Manager

Year: 2021-2024

Duties & Responsibilities:

As a Sales Executive:

1. Respond to customer inquiries through Facebook, WhatsApp, website, email, and phone calls
2. Process online orders and confirm customer information
3. Maintain good customer relationships and provide after-sales support
4. Promote products through social media and online platforms Preparing draft sheet for new policy.
5. Coordinate with delivery and warehouse teams for order fulfillment
6. Handle customer complaints and solve issues professionally
7. Monitor online market trends and competitor activities
8. Maintain product listings, pricing, and stock updates on online platforms
- 9.

As a Warehouse Manager:

1. Supervise daily warehouse operations
2. Maintain inventory records and stock accuracy
3. Receive, inspect, and store incoming goods properly
4. Ensure timely packing and delivery of products
5. Monitor stock levels and arrange replenishment when needed
6. Manage warehouse staff and assign duties Checked Daily Collection Statement (DCS) of other Branch Office.
7. Auditing all office bills, dev meeting related bills, all branch office revenue bills which is used by branch office cashier.
8. Make register all kind of bill and dev employees file properly.
9. Prepared Monthly Business report and send to head office on time.

Professional Experience (2)

Company Name: Nahar Electro Mechanical Enterprise

Postition: Manager

Year: 2025

Duties & Responsibilities:

1. Plan and supervise daily business operations
2. Manage employees and assign responsibilities
3. Ensure company goals and targets are achieved
4. Prepare reports, schedules, and operational plans
5. Coordinate with clients, suppliers, and other departments
6. Ensure customer satisfaction and quality service
7. Monitor inventory, stock, and office activities
8. Maintain effective communication with senior management and staff.

IT knowledge and skills:

1. MS Word, MS Excel, MS Power Point, Web Browsing, Mailing, Social Networking , Hardware & Software Maintenance.
2. Typing skill is good Enough (English & Bengali) for any official performance.
3. Adobe Illustrator, Graphics Design, Internet & E-mail Browsing.

Language Proficiency:

Good at both written & spoken in English & Bengali. Also understand & speak in Chittagonian language.

Strength:

1. I am a good listener & attentive.
2. Hard working habit, Self driven,& Change oriented.
3. Sharp sense of social & personal responsibility.
4. Strong communication & interpersonal skill.
5. I have quick learning ability.

Personal Information:

Father's Name	:	Md Ilias Chowdhury
Mother's Name	:	Shifu Akter
Date of Birth	:	January 21, 1996
Gender	:	Male
Marital status	:	Un-married
Nationality	:	Bangladeshi
		147/148, Asadgonj, Chamragudam, Chaktai,
Permanent Address	:	Chittagong..
Present Address	:	Same as permanent Address.

Declaration

I declare that the information's given above are true to the best of my knowledge and belief.



GALIBUL MAHADI