



Rakib Khan Bappa

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Date of Birth: 1st January 1998

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CAREER SUMMARY

Detail-oriented Store & Distribution professional with experience in inventory control, ERP-based GRN processing, import/local procurement, and financial documentation. Proficient in Excel (VLOOKUP, Pivot Table, IF) and STAGE ERP, with a strong track record in discrepancy resolution, cash handling, and team coordination. Adept at ensuring process accuracy, documentation compliance, and timely reporting for operational efficiency. Having Academic Knowledge of Accounting (Journal, Ledger, Cash Book, Bank Reconciliation, Profit & Loss A/C, Balance sheet, Inventory Process, Purchase & Sales Process, VAT & TAX etc).

CORE SKILLS

Inventory & GRN Management | ERP Software (STAGE) Operation | Import & Local Procurement Coordination | Material Receiving & Quality Check | Excel Reporting & Data Validation | VLOOKUP, IF, Pivot Table & Conditional Formatting | Distribution & Cash Handling | Sales Reporting & Financial Documentation | Team Coordination & Supervision | Discrepancy Resolution & Vendor Follow-up | Stock Register & P&L Reporting | Microsoft Office Proficiency | Internal Knowledge Sharing & Training | Strong Communication & Documentation Skills | Journal Entry | Ledger | Financial Reporting | Bank Reconciliation | Profit & Loss A/C | Balance Sheet | Cost Control |

EMPLOYMENT

Store Assistant

Sep 2022 – Present

Intimate Creations Ltd.

- Processed an average of 15–20 local supplier challans daily and 04-05 import containers weekly, handling 10–15 items per delivery including fabrics and accessories for lingerie production.
- Created accurate GRNs using STAGE software, ensuring 100% alignment with Purchase Orders, item specifications, rates, and invoice details; submitted all entries with documented approvals from the Store Manager.
- Managed GRN documentation and submission to the Accounts department, reducing GRN-related discrepancies by maintaining strict process compliance.
- Monitored monthly outside labour bills for unloading consignments, ensuring timely approvals and submission to Accounts.
- Identified a critical \$8,000–\$12,000 discrepancy in an import container, initiated claims with commercial and Hong Kong forwarder teams, and successfully recovered the missing goods via air shipment.
- Coordinated with Quality Control teams for immediate inspection of incoming goods; captured photographic evidence and sent early warning emails for defective or wet goods, ensuring proactive vendor accountability.

Distribution In-Charge

Aug, 2021 – Dec,

2021 Aarong Dairy (BRAC)

- Supervised 12 salesmen and managed daily cash collections averaging Tk. 5–8 lakhs, ensuring 100% deposit accuracy into bank accounts.

- Personally handled daily cash deposits to banks, reported transactions instantly via Viber, and submitted detailed daily email summaries to management.
- Maintained comprehensive branch accounting functions including invoice verification, branch expenses, house rent, stock, and vouchers, both manually and using company-prescribed Excel formats.
- Prepared key financial reports such as cash register, goods received register, sales commission tracking, monthly P&L, and stock registers, contributing to smooth branch audits and financial transparency.
- Ensured full cash collection from salesmen, maintaining zero delinquency and aligning with organizational targets.
- Enhanced reporting accuracy and timeliness by standardizing Excel templates and email-based daily financial communication with head office.

EDUCATION

- **Master of Business Administration (MBA)**, Major: Accounting, National University Bangladesh, College: Govt. BM College, Barishal. Result: CGPA 3.45 out of 4.00 (2019).
- **Bachelor of Business Administration (BBA)**, Major: Accounting, National University Bangladesh, College: Govt. BM College, Barishal. Result: CGPA 3.31 out of 4.00 (2018).
- **Higher Secondary Certificate (HSC)**, Group: Business Studies, Guthia Ideal College, Barishal Board. Result: GPA 5.00 out of 5.00 (2014).
- **Secondary School Certificate (SSC)**, Group: Business Studies, S.D.U Secondary School, Barishal Board. Result: GPA 5.00 out of 5.00 (2012).

HIGHLIGHTS

- Completed Excel Training (Basic to Advanced) covering Pivot Table, VLOOKUP, IF Function, Conditional Formatting, and Data Validation.
- Completed ERP Software Training on STAGE system focusing on GRN entry, invoice verification, and stock reporting.
- Provided informal training to colleagues on GRN processing and material receiving procedures in ERP system, Duration: Ongoing (Internal Knowledge Sharing).

COMPUTER PROFICIENCY

- Proficient in Microsoft Office Suite: MS Word, MS Excel, PowerPoint.
- Experienced in data analysis and visualization tools and techniques.

Extra-Curricular Activities

- Active member of the Debating Club in college; participated in inter-departmental debates and public speaking sessions.

REFERENCES

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