

Resume Of

BIKASH CHANDRA DASH



Domkhali,Mirsharai,Chattogram
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Career Objective:

To pursue a challenging career in which I have to work hard,practice creativity,take greater responsibility,keep myself honest and show my leadership quality and communication skills.

Academic Qualification:

ExamTitle	: BBA
Department	: Finance
Institute	: Neural Institute of Science and Technology,National University
Result	: 2.46
Passing Year	: 2020

ExamTitle	: H.S.C.
Department	: Business Studies
Institute	: North Kattali Alhaj Mostafa Hakim university college,Chattogram
Result	: 3.50
Passing Year	: 2014

ExamTitle	: S.S.C.
Department	: Business Studies
Institute	: Kamar Ali union high school,Mirsharai,Chattogram
Result	: 4.00
Passing Year	: 2012

Special Qualification:

I have some special qualification on ERP SAP,Accounting Software Tally Prime & Tally ERP 9,QuickBook,VAT Management,TDS and VDS,Custom and Bond, Administration and Office management.I have good skills in Microsoft word,Excel,Outlook,Email,database management ,Web browsing.

Carieer Summary:

Store Executive-Astech Limited

Warehouse Clerk - MJL Bangladesh PLC,LOBP.

Store Keeper – BSA Apparels Limited

Employment History:

1. Executive-Store (1st January 2026 to till now)

Astech Limited,Sagorika,Chattogram

Present Responsibilities

- Making Bill, Invoice and Delivery Challan,VAT Challan on SAP for the customers and suppliers.
- Handling Accounts receivable and payable,Stock journals and vouchers.
- Handling loading,unloading and verification properly.
- Monitoring yard for ensuring and maintain proper using of space, finishing product stock,reconciliation and inventory of products.
- Monthly reconciliation of both products- all raw materials and finishing goods.
- Perform to receive and dispatch material,finished product by maintaining standard procedure.
- Co-ordinate with Planning and Production department by providing raw material Stock to ensure required stock position.
- Co-ordinate with Production department to receive and dispatch finished product as per shipment plan.
- Perform to ensure all record (receive/issue) maintain properly in Store ledger.
- Check quality report before receiving finished product from production department to ensure any default.
- Maintaining of Goods receipts note (GRN).
- Co-ordinate with Transport service provider and respective merchandiser to ensure product in timely delivery.
- Maintain reservation and transfer picking Slip Against required materials for concerned.
- Co-ordinate with concern department to inspect quality of material and spares before receiving the same as mentioned in mail and DC.
- Prepare Product material receiving Report (PRR).
- Maintain bonded warehouse.
- Ensure receiving material and spares as per Purchase order.
- Maintain regular physical count of material,spares and finished goods.
- Carry out monthly, quarterly and annual Physical counting and reconciliations between store stock quantity & Physical and SAP Quantity to ensure proper accuracy of Inventory control.
- Prepare Monthly items wise Consumption report.
- To ensure the goods movement to store on the basis of FIFO,FEFO.

2. Warehouse Clerk (20th January 2022 to 31st December 2025)

MJL Bangladesh PLC. LOBP,Potenga,Chattogram.

Duties/Responsibilities: Warehouse stock management and Inventory.VAT Management and internal Audit of warehouse.

3. Store keeper (2nd November 2018 to 24th December 2021) at

BSA Apparels Limited, BISIC I/A, Sagorika,Chattogram

Duties/Responsibilities: Storing and used to update the inventory and making reconciliation and store related all Documentation.

Referance:

- 1. Mohammed Arif Uddin-Assistant Manager,Department of QA**
MJL BANGLADESH PLC.
Mobile: 01777743290
- 2. MD Jaber Mahmud-Assistant Manager,Department of P&P**
MJLBANGLADESHPLC.
Mobile: 01730087422

Specialization:

- ERP SAP
- VAT Management
- Tally Prime and Tally ERP 9
- Quick book
- Warehousing and Inventory.
- Computer Skills.
- Team management
- Outlook and Email Correspondent

Extra Curriculum Activities:

Participating in different types of cultural programs in college. Specially playing Football, Cricket, Badminton, Swimming.

Personal Details:

Father's Name	: Jaharlal Dash
Mother's Name	: Shutreshna Dash
Date of Birth	: 17 th March 1996
Nationality	: Bangladeshi by born
Blood Group	: (A+)ve

DECLARATION OF AUTHENCITY:

I hereby, declare that each of the information stated above is true and any intentionally made mistake will result me indisqualified.



Bikash Chandra Dash