

Curriculum Vitae

Of

Md: Golam Rabbee

Address: Ashukathi, Gournadi, Barishal

Mobile Number: **01950-523821**

E-Mail: golamrabbeepopular@gmail.com



Career Objective:

To build up the career in a renowned and promising organization, Where have an excellent career development prospect and challenging environment. I believe that hard work, strict discipline, good communication and creative problem solving skills are the cornerstone of success.

Experience:

Sales & Distribution, Sr. Computer Operator: (June, 05, 2022 – Running).

Popular Pharmaceuticals PLC.

Department: Sales & Distribution.

Duties/Responsibilities:

- Receiving and responding to customer inquiries via phone, email, and chat.
- Providing accurate and timely information to customers.
- Troubleshooting customer issues and escalating issues as required.
- Ensuring customer satisfaction through quality customer service.
- Handling customer complaints in a professional and timely manner.
- To prepare invoice against sales order on SAP software.
- To allocate the invoice in SAP software.
- To Prepare route plan and discuss with Distribution Manager for daily delivery plan.
- Check & sign every invoice & arrange all the formalities for delivery.
- To prepare various kind of report according to sales.
- To Maintain Database and update on a daily basis based on need.
- To Prepare daily, weekly, and monthly billing and receivale reports.
- To generate different reports & email to the concern department head.
- To prepare and maintain all kind of draft in Ms word, Excel or any other Ms Tools.
- To prepare various kind of letters, Memo etc

Educational Qualification:

1. Masters of Social Science (M.S.S)

Institute Name: Govt. B.M. College, Barishal

Board : National University

Group : Sociology

Session : 2020-2021

Year of Passing : 2021

GPA : 2.47

2. Bachelor of Social Science (B.S.S)

Institute Name: Govt. B.M. College, Barishal
Board : National University
Group : Sociology
Session : 2016-2017
Year of Passing : 2020
GPA : 2.95 (Out of 4.00)

3. Higher Secondary Certificate (H.S.C)

Institute Name : Mahilara Degree College
Board : Barishal
Group : Science
Year of Passing : 2015
GPA : 4.17 (Out of 5.00)

4. Secondary School Certificate (S.S.C)

Institute Name : Palordi Model School & College
Group : Science
Board : Barishal
Year of Passing : 2013
GPA : 4.31 (Out of 5.00)

Computer Literacy:

- **Microsoft Word:** Creating, formatting, and editing text documents.
- **Microsoft Excel skills:** Proficiency in data entry, formulas, sorting, filtering, etc.
- **Microsoft PowerPoint:** Preparing visually appealing, clean presentations.
- **Microsoft Outlook:** Managing emails and contacts, scheduling appointments.

Language Proficiency:

- English : Reading, writing and speaking ability.
- Bengali : Reading, writing and speaking ability.

Personal Details:

- Name : Md. Golam Rabbee
- Father's Name : Md. Majibur Rahman
- Mother's Name : Rashida Begum
- Date of Birth : 25-05-1998
- Mailing Address : Vill: West Kalikapur, P.O: Patukhali

P.S: Patukhali Sodor

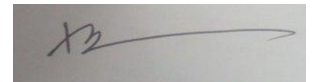
Dist: Patukhali

- Permanent Address : Vill: Ashukathi,
P.S:Gournadi P.O: Gournadi
Dist: Barishal.
- Sex : Male.
- Marital Status : Married
- Religion : Islam
- Nationality : Bangladeshi.
- Blood Group : O+
- Height : 5 ft 4 inch
- Weight : 60 kg

References:

Md. Habibur Rahman
Deputy In-Charge
Popular Pharmaceuticals Ltd.
17 Shukrabad, West Panthopath, Dhaka-1207
Cell-01844096974

I am the undersigned hereby declare that I will be responsible for any wrong information provided here.



Md.Golam Rabbee

