



CONTACT ME

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📍 Vill- Charjhikori Pocchimpara, P.O-
Kacharipara P.S- Pangsha, Dist-
Rajbari

SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- Emailing
- Internet browsing

ATTRIBUTES

- Attention to detail
- Strong analytical skills
- Good communication skills
- Problem-solving ability
- Team player
- Time management
- Adaptability
- Honesty and integrity

LANGUAGE

- English
- Bangla

👤 ABOUT ME:

Smart and detail-focused Quality Assurance Officer working at M&U Cycle Ltd. (Meghna Group) with experience in National & International SOP, product quality checks, and documentation. Previously worked as QC Officer (Raw Materials) at Rani Food Industries Ltd. Skilled in maintaining quality standards, problem-solving, and continuous improvement.

📁 WORK EXPERIENCE

Company Name: M & U Cycle Limited (Megna Group)

Position: Quality Assurance Officer

Duration: 04/10/2025 to till now

Location: Dhanua, Sreepur, Gazipur, Bangladesh

- Conduct daily in-process and final inspections to ensure all bicycle parts and finished products meet company quality standards.
- Monitor production lines, identify defects, and provide corrective action feedback to the production team.
- Maintain quality reports, inspection records, and documentation as per QA compliance requirements.
- Perform sampling, measurement, and testing of raw materials and components before production approval.
- Coordinate with Production, R&D, and Maintenance teams to resolve quality issues and improve process efficiency.

Company Name: Rani Food Industries Limited

Position: Quality Control Officer (Raw Materials)

Duration: 1.5 Years

Location: Mirzapur, Gazipur, Dhaka

- Conducted quality inspection and sampling of raw materials upon arrival.
- Ensured all incoming materials met company quality standards and food safety regulations.
- Maintained detailed documentation of test results and quality reports.
- Coordinated with the procurement and production teams for timely quality feedback.
- Monitored storage conditions to prevent contamination and spoilage.
- Assisted in developing and implementing quality control procedures. Reported non-conformance issues and suggested corrective actions

I develop International Standard Operating Procedures (SOPs) for camp operations.

EXTRA-CURRICULAR

- Volunteering in community service programs
- Participation in inter-college debate competitions
- Member of college science or business club
- Organizing cultural and educational events
- Playing football and participating in local tournaments

REFERENCE

Mohammed Mainur Rashid

Associate Professor Department of Chemistry Rajbari Govt. College, Rajbari

Mobile: 01818-304035

E-mail: md.mainurbd@yahoo.com

Robiul Islam (Pin: SAS06)

Senior Business Development Office Retail Business Department Savar Branch, Dhaka

Mobile: 01758-739184

E-mail: robiulrobi2009@gmail.com



EDUCATION

Masters of Science (M.Sc.)

Instituting. Rajendra College, Faridpur

University: National University, Gazipur

Subject: Chemistry

Result: CGPA- 2.83 out of 4.00

Passing year: 2022

Bachelor of Science (B.Sc.)

Institution: Rajbari Govt. College, Rajbari

University: National University, Gazipur

Subject: Chemistry

Result: CGPA- 3.04 out of 4.00

Passing year: 2021

Higher Secondary Certificate (HSC)

Institution. Kazi Motahar Hossain College Board: Dhaka.

Group: Science

Result: GPA- 4.25 out of 5.00

Passing year: 2016

Secondary School Certificate (SSC)

Institution: Habaspur K. Raj High School

Board: Dhaka.

Group: Science

Result: GPA- 5.00 out of 5.00

Passing year: 2014



PERSONAL INFORMATION

Father's Name	: Abdul Gafur Pramanik
Mother's Name	: Rabeya Khatun
Date of Birth	: 12-12-1998
Religion	: Islam
Marital Status	: Married
Nationality	: Bangladeshi
NID No	: 5554373661
Permanent Address	: C/O- Rabeya Khatun, Vill- Charjhikori Pocchimpara, P.O- Kacharipara P.S- Pangsha, Dist- Rajbari



DECLARATION

I do hereby proclaim that, to the best of my knowledge and belief, all that information stated above are correctly describe my qualification, experience and about me.

SIGNATURE