

Curriculum - Vitae



Md Riaz Hossain

Email Address:



Riazhossain0070@gmail.com

Contact No:



+88-01701582913



Present Address:
Sector-12, Road-1
1230, Uttara, Uttara Model
Town TSO, Dhaka

Permanent Address:
Vill: kachugari Post:
Dharabarisha, P/S:
Baraigram Dist: Natore

Career Objective

An adaptable and responsible graduate seeking an entry-level position in management, which will utilize the organizational and communication skills, developed through my involvement with human resource and public relation. During my degrees, I effectively joined my studies with work and different responsibilities showing myself to act naturally persuaded, sorted out and equipped for working under pressure. I have a clear, logical mind with a practical approach to deal with critical thinking and a drive to see things through to fruition. I enjoy working on my own initiative or in a team. In short, I am dependable, reliable, persevering and willing to learn and have an honest to goodness enthusiasm for management level.

Education

- **Honours (BSS)**
Tongi Govt College Dhaka
Subject : Social Work
Year of Passing : 2023
Waiting for result. : 2.78 (**Out of 4.00**)
- **Higher School Certificate (H.S.C)**
Institution name: BCSS Government college
Group: Humanities Studies
Result: **4.08 (out of 5.00)**
Board : Rajshahi
Passing Year: 2019
- **Secondary School Certificate (S.S.C)** Institution name: Kachugari High School
Group: Humanities Studies
Result: **3.91 (out of 5.00)**
Board: Rajshahi
Passing Year: 2017

Computer Literacy:

- Package Program: Microsoft Office, (Word, Access, Excel, PowerPoint).
- Operating system: Windows 98/2000/10/XP/Vista/7/8, Adobe Photoshop.

Language

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

Interest

- Traveling, Organizing, Reading, Friendship.
- Communication with people.
- Challenging Job.
- Social service and other cultural activities.

Personal Details:

Name : **Md. Riaz Hossain**
Father'sName : **Md. Ariful Islam**
Mother'sName : **Mst. Rehena Khatun**
Date of Birth : 31 Mar 2001
In Word : (Thirty Mar Two thousand one)
National IDNo 5564488293
Sex : Male
Blood Group : O+(Positive)
Marital Status : Single
Height&Weight : 5 ft 5 inch &
52kgsReligion :Islam
Nationality : Bangladeshi (Bybirth)
Present Address : Sector-12,Road-01,Uttara-1230,Uttara Model Town TSO,
Dhaka
➤ PermanentAddress : Vill: Kachugari, Post: Dharabarisha, U/P:Baraigram Dist.
Nator

Job Responsibilities:

- Daily Sales Calculation report.
- Ensuring paper product receiving and FIFO maintaining.
- Ensure cost effective outlet.
- Responsible for Supplier invoice verification and Cash receipt and Payment.
- Responsible for Inventory and Cash Audit at outlets.
- Ensure Safeguard against possible pilferage & litigation.
- Ensure Paper PEMS (Product expiry management)

**Checkout
Assistant(Role
Play Assistant
Manager)**

**ACI logistics Ltd.
(Shwapno)**

**Total year Of
Experience : 2+ Year**

**Cashier
(Role play Asst.
Cheef cashier)**

**Agricultural Products
Ltd (Meena Bazar)
Total year Of Experience
: 2+ Year Till
Continue**

Award

Traning

**Present Role play
Activities
@ Meena Bazar**

Job Responsibilities:

- Daily Sales Calculation report.
- Ensure beg costing.
- Responsible for Supplier invoice verification and Cash receipt andPayment
- Responsible for Supplier invoice verification and Cash receipt andPayment.
- Responsible for Inventory and Cash Audit atoutlets.
- Ensure Safeguard against possible pilferage &litigation.

- Best Employee Of The Month (**Meena Bazar, Uttara-14 Outlet**)

- Completed 6 Month Computer Traning Course
- Complited 60 Working day field work at Proshika Manobik Unnayan kendra(Modhumita ,Tongi)

- **Cashier (Role play Asst. Cheef cashier)**

References:

Reference :- Md Ariful Islam

**Name :- Md Riaz Hossain
Relation :- Father**

Singture and Date