

**RESUME
OF
Khairul Alam Sultan**



Present Address:

House-47, Hazi Ali Hossain Road, West Baishtaki, Mirpur-13, Dhaka.

Mail-khairulalamsultan@gmail.com

Mobile No-01676280779

Career Objective:

To Pursue a Challenging Career in a dynamic organization where I shall have the Opportunity to utilize my talent and academic Knowledge and prove my skill for professional career development.

Professional Experience:

NASSA Group

Data Entry Operator (Sales & Marketing) 01-July-2024 to till now

- Collection of Quotation/Work Order through Marketing Team.
- Preparation of quotation as per delivery order and sent to Central Store Manager.
- Collecting delivery invoices to store manager and filing as per customer.
- Preparing invoice as per delivery invoice and sending to customer through invoice mail.
- Balancing delivery challan with warehouse stock.
- To perform other tasks as per the instruction of the department and to assist in the processing of letter of credit document.

Data Entry Operator (Merchandising Dept.) 08-Jan-2022 to 30-June-2024 till now.

- Sending garments sewing, wash, textile and denim production and delivery summary to Deputy Managing Director on daily basis.
- Collecting reports and filling excel sheets in hourly sewing factories & Observing the running days.
- Monthly production summary invoice report sent to Deputy Managing Director.
- Monthly profit and loss report are collected from factory and prepared and sent to DMD.
- Incoming order status report is sent to MD sir as per chairman sir format.

MGH Healthcare Limited (MGH Group)

Accounts Officer (02-January 2021 to 28th June-2021)

- Maintaining DCR report and collecting cash to SR Supervisor.
- Maintenance of Petty Cash and Mailing to Branch Finance Manager.
- Preparing monthly DCR report and sending mail to head office.
- Collection of checks from credit officer and posting in SAP system.
- Credit recovery file maintenance and daily counter sales posting in SAP system.

MGH Healthcare Limited (MGH Group)

Customer Service Officer (02-November 2019 to 31-December 2020)

- Collecting orders in SAP and Bizom applications as per retail and generating invoices daily.
- Weekly/monthly inventory count and report sent to line manager.
- Maintaining route schedule and co-operation with sales and distribution department.
- Ensuring on time delivery route/customer wise.
- Product substitution process.
- Receipt of factory goods through consignment is also added to the system.

Bangladesh Lamps Limited (Transcom Limited)

Support Executive (DMS System) (11th January 2017 to 15-July-2019)

- DMS training for employee, sales & Marketing team & distributor also.
- To support all our business concerns related to all types of management reports.
- New software version migration, implementation and all kinds of technical supports.
- Generates and processes new sales leads as necessary.
- Acknowledges customers by responding to emails, texts, and phone calls. Assisting with training and on boarding processes.

MIS & Microsoft Office Skills:

- > Have good proficiency in Microsoft Office & SAP.
- > SQL Query (Select, Insert, Update & Delete)

Self-competencies:

>Hard Working, Team Player & Quick Learner, Good Communication Skills, Ability to make the situation favorable.

Language Proficiency:

>Bengali (Both Reading, Written & Spoken) >English (Both Reading & Written)

Educational Qualification:

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

Name of Institute : Mirpur Bangla High School
Group : Science
Passing Year : 2007
GPA : 4.31

2. Higher Secondary certificate (H.S.C)

Name of Institute : Govt. Bangla College
Group : Science
Passing Year : 2009
GPA : 3.30

3. Bachelor of Social Science (B.S.S Degree)

Name of Institute : National University
Group : Social Science.
Passing Year : 2015
Result : 2.64

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

Name of Institute : Dhaka International University.
Group : Sociology.
Passing Year : 2018
Result : 3.33

Personal Information:

Name : Khairul Alam Sultan
Father's Name : Abdul Razzak (Late)
Mother's Name : Khudaza Begum
Date of Birth : 15 December 1992
Nationality : Bangladeshi (by Birth)
National ID : 1501300113
Marital Status : Married
Sex : Male
Religion : Islam
Height : 5.04"
Blood Group : B+
Permanent Address : House#47, Road# Hazi Ali Hossain Road, west Baishtaki
Section # 13, Post # Mirpur, Police Station # Kafrul, Dhaka.

Declaration:

I hereby declare that all the above information furnished about me is true to the best of my knowledge and belief.

Khairul Alam
Khairul Alam Sultan