

RESUME OF
Sakhawat Hossain Sakib
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Contact Information:

Sakhawat Hossain Sakib

Village- Lokenathpur, P.O-Darshana,

P.S-Damurhuda, Dist- Chuadanga.

Cell:01768280055

CAREER OBJECTIVE

I have a dynamic and challenging attitude about my assigned responsibility. I am very much confident about my ability, responsibility, official rules, labor and skills. To build-up a career in an organization where opportunity exists to apply all creativity and business insights to achieve my career aspiration. A highly motivated individual wishing to use analytical and management knowledge to pursue a long term career in a promising to significantly contribute organizational development and being personal fulfillment.

ACADEMIC QUALIFICATIONS

Honourse (B.B.A)

- Institution : Darshana Govt College.
- University : National University
- Subject : Management
- Year of Passing : 2013
- Result : CGPA 2.52 (Out of 4.00)

Higher Secondary Certificate (H.S.C)

- Institution : Darshana Govt College.
- Board : Jessore
- Group : Business Studies
- Result : GPA 3.08 (Out of 5.00)
- Year of Passing : 2018

Secondary School Certificate (S.S.C)

- Institution : Memnagar B.D High School
- Board : Jessore
- Group : Business Studies
- Result : GPA 3.28 (Out of 5.00)
- Year of Passing : 2015

TECHNICAL QUALIFICATIONS

Computer Office Application Program

- Institution : Technical Training Center Chuadanga (TTC)
- Board : Bangladesh Technical Education Board, Dhaka
- Subject : Computer Application with MS Office, Networking & Hardware Maintenance
- Result : A+
- Year of Passing : 2017

Driving Cum Auto Mechanics

- Institution : Trust Technical Trainging Institute (TTTI)
- Board : Bangladesh Technical Education Board, Dhaka
- Subject : Driving Cum Auto Mechanics
- Result : A+
- Year of Passing : 2019

JOB EXPERIENCE

Storeman, At Military Engineers Services.

AGE (Army) Jahanabad, Jahanabad Cantonment | 07 January 2020 - to until |

- Duties as a Stock holder. Preserving the materials.
- Receiving all deliveries and checking the goods received.
- Receiving Various types of goods from Contractor.
- Maintaining Store in Hand Ledger, Tally Card, T & P Resigter, Unserviceable Resigter.
- Liaising with suppliers about deliveries and discrepancies in stock.
- Keeping detailed records of shortages and spares of items.
- Updating inventory management systems regularly.
- Organising and delivering goods from the store to the department that requires it.
- Ensure all received stock is undamaged and that everything ordered is present and accounted for.
- Materials checking and acceptance of all deliveries to stock. Serving materials to users.
- Ensuring the Head of Stores and Production Control are informed of low stock and other shortages which may require re-ordering.

LANGUAGE SKILLS

- Excellent reading, writing and speaking capability in English & Bengali.
- Undergraduate language of instruction was English.

COMPUTER SKILL

- Package Software : MS Office Word/Excel/Access/PowerPoint.
- Internet Operation : Browsing, Sending & Receiving Email, Social Networking.

PERSONAL INFORMATION

- Name : Sakhawat Hossain Sakib
- Father's Name : Md Jinarul Islam
- Mother's Name : Mst Shahnaj Beugum
- Date of Birth : 20-12-1999
- Sex : Male
- Married Status : Unmarried
- Nationality : Bangladeshi (By birth)
- Religion : Islam (Sunni)
- Height : 5'-9"
- Weight : 66 Kg
- Blood Group : O⁺
- National ID : 6004263288
- Passport No : A01633020

ADDRESS

Present : AGE (Army) Jahanabad, Jahanabad Cantonment, Khulna.

Permanent : Vill-Lokenathpur, P.O-Darshana, P.S-Damurhuda, Dist-Chuadanga

DECLARATION

I, the under signed, here by, declare that to the best of my knowledge and belief, this resume correctly describes my qualifications, my experiences and me.

Signature Date: