

CURRICULUM VITA OF MD ABU TAHER

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Career Objective:

To be in an organization where i can nurture my skills, talents and work in competitive environment, to meet challenges, to make my service indispensable to those i work for and i would like to rise along with the organization.

Career Summary:

Years of Experience

Special Qualification:

Active Listening skills, Communication skills, Computer skills, Leadership skills, Management skills, Problem solving Skills, Time Management skills, Transferable skills

Employment History:

Total Year of Experience :7.8 Year(s)

1. **Present Job: Asst Manager Store(Anwar Group of industries) Anwar Galvanizing LTD (August 26, 2022 - Continuing)**

Department :Store & Inventory Management .

Duties / Responsibilities:

- Responsible for overall function of store section & department.
- Follow up receiving of spare parts, accessories and goods.
- Support ERP team to develop Material management system.
- Ensure proper Inventory of incoming goods.
- Follow up distribution of spare parts, accessories and goods as per requisition.
- Have to maintain records, coordination with internal and external process.
- Preparation of periodic and monthly stock report of Spare Parts, accessories and others for accounts department.
- Responsible for planning and organizing manpower for store section.
- Coordinate with store, production, commercial, procurement, accounts and others related departments.
- Work in line with commercial, procurement, accounts and supply chain department.
- Involve in setting up policy and procedures related issues of store section.

- Performing monthly physical inventory report.
- Ensure proper stocking and all moving items availability.
- Make requisition for all less stock items.
- Inform higher authority for all show moving and out of stock items.
- Providing logistics Support to all department as and when required.
- Follow up all date, records, reports, formats, statements, rank and files, book and register of all are properly prepared, issued, update and maintained as per compliance requirement/standards.
- Checking out purchase requisition in system.
- Discussing about the requisition with concern department.
- Cross check the stock before purchasing the goods. Deduct the Stock if any stock.
- Need to ensure the availability of Purchase Van for collection of items from market.
- Product stock availability.
- Follow up custom clearance on time
- Maintain inventory of store by using Modern inventory management software.
- Distribute store materials to concern units as per requisition.
- Ensure all receive and distribution of store materials are properly documented and released.
- Maintain proper records, receive stores, tags and track surplus materials.
- Periodic planning on parts inventory and requirement.
- Developing yourself through motivation, counselling and parts knowledge education.
- Performs other works assigned by management.

Sr. Officer Store (October 10, 2016 - October 26, 2022)

T.K Group (Premier cement mills PLC)

Company Location :West Mukterpur Munshigonj, Dhaka

Department:Store

Duties/Responsibilities:

- Raise Purchase Requisition PR after receiving demand from the user department and create PR,
- Purchase Order PO and Goods Receive Note GRN in software.
- Receive damaged goods in the proper way in case of issuing new materials and keep record in the register or excel sheet.
- Keep all records soft & hard copy both of raw materials, spare parts, document & financial transaction.
- Maintain FIFO, LIFO, BIN card and prepare monthly inventory report & send to the concern authority.
- Maintain and update physical stock in order to transfer materials from one unit to another unit after creating Stock Transfer Order STO.
- Support to the internal auditor during annual internal inventory audit.
- Prepare various report of store department.

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Arts (MA)	Humanities	University of Dhaka	CGPA:2.38 out of 4	2020	1	-
Bachelor of Arts (BA)	(Humanities) Department of Bengali	University of Dhaka	CGPA:2.61 out of 4	2017	4	Honours
HSC	Humanities	Dinajpur Adarsha College	CGPA:4.3 out of 5	2013	2	-
SSC	Humanities	T islam high school	CGPA:3.25 out of 5	2011	5	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Modern Office Management & Computer Course	Computer course	Youth Development	Bangladesh	Dhaka	2017	6 month

Professional Qualification:

Certification	Institute	Location	From	To
Computer course	Modern Office Management	Dhaka	September 11, 2017	August 31, 2018

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 35,000
 Expected Salary : Tk. 45,000
 Preferred Location : Anywhere in Bangladesh

Specialization:

Fields of Specialization	Description
- Computer Operating - MS Word/ Excel/ PowerPoint/ OneNote - Mobile apps developer	Modern Office Management & computer Application course

Personal Details :

Father's Name : Md Abdul Jabbar
Mother's Name : Mst Sherina Begum
Date of Birth : June 15, 1994
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Kismot voisha, Haripur, Thakurgaon
Current Location : Gazipur

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md Nayem islam	Md Abdur Rahim
Organization	: Bashundhara Group	T.K Group Premier cement Mills PLC
Designation	: Executive Distribution	Executive Store
Address	: Keranigonj, Dhaka	West Mukterpur Munshigonj
Phone (Off.)	:	01700703429
Phone (Res.)	:	
Mobile	: +8801717976792	
E-Mail	:	
Relation	: Relative	Relative

University of Dhaka



PROVISIONAL CERTIFICATE FOR

Bachelor of Arts

This is to Certify that

Md. Abu Taher

*of Govt. Shahid Suhrawardy College, obtained
the Four Year Bachelor of Arts Honours Degree in
Bangla in this University at the Examination of 2017,
and that he/she obtained CGPA 2.61 on the Four Point
Scale.*

ADMINISTRATIVE BUILDING
RAMNA, DHAKA
Date of Issue: 26/05/2022


Deputy Controller of Examinations
UNIVERSITY OF DHAKA

"This Provisional Certificate is to be surrendered in
exchange for the Diploma which will not be issued without
this except in special circumstances"



Name

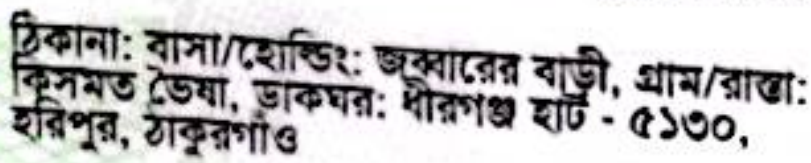
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संस्कृत

Date of Birth 20 Jun 1994

NID Na

822 519 2817



Blood Group

Place of Birth **THAKURGAON**



Issue Date 11 Jun 2024

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TAHER<<MD<ABU<<<<<<<<<<<<<<<<

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

243

নং বকুয়া ইউনিয়ন পরিষদ

ডাকঘর : ধীরগঞ্জ হাট, উপজেলা : হরিপুর, জেলা : ঠাকুরগাঁও।

জাতীয়তা ও নাগরিকত্ব সনদপত্র

আমি প্রত্যয়ন করিতেছি যে, শ্রী/শ্রীমতী আব্দুল্লাহ

পিতা/স্বামী শ্রী/শ্রীমতী আব্দুল্লাহ

মাতা শ্রী/শ্রীমতী সৈয়দা বৈশাখ

গ্রাম বিশ্বমত বৈশাখ ওয়ার্ড নং ১০ ডাকঘর ধীরগঞ্জ হাট, উপজেলা :

হরিপুর, জেলা : ঠাকুরগাঁও-কে আমি ব্যক্তিগতভাবে চিনি ও জানি। তিনি উপরোক্ত ঠিকানার স্থায়ী বাসিন্দা

ও জন্মসূত্রে বাংলাদেশের নাগরিক। আমার জানামতে তিনি নির্মল চরিত্রের অধিকারী এবং কোন প্রকার

রাষ্ট্র বা সমাজ বিরোধী কর্মকাণ্ডের সহিত জড়িত নহেন।

আমি তাহার ভবিষ্যৎ জীবনের সর্বসঙ্গীন উন্নতি কামনা করি।

তারিখ ০১/১১/২০১৭

জাতীয় পরিচয় পত্র/জন্ম নিবন্ধন নম্বর

৩৯৯৪৯৪১৫২২৭০০০২০২

গত জন্মের পরিচয় পত্র/জন্ম নিবন্ধন নম্বর। যাদক ও সনদপত্র ইউনিয়ন পরিষদে সহায়তা করেন।

জন্মের ৪৫ দিন ও মৃত্যুর ৩০ দিনের মধ্যে জন্ম-মৃত্যু নিবন্ধন করুন, বাল্য বিবাহ বন্ধে সহযোগিতা করুন, স্বাস্থ্য সম্মত পায়খানা ব্যবহার করুন।

সময়মত ইউ.পি. কর পরিশোধ করে উন্নয়নে অংশগ্রহণ করুন।

আব্দুল কাশেম বর্ষা

চেয়ারম্যান

নং বকুয়া ইউনিয়ন পরিষদ

হরিপুর, ঠাকুরগাঁও।

Board of Intermediate and Secondary Education, Dinajpur
Bangladesh

DBCC Serial No. *112-088087*

Serial No. DIN **0020089**



Roll No. *551627*

Registration No. *852603/2008-09*

Centre *814 - Haripur*

Secondary School Certificate Examination - 2011

This is to certify that

Md. Abu Taher

son/daughter of

Md. Abdul Jabbar and Mst. Serina Begum

of

T. Islam Union Secondary School, Thakurgaon

duly passed the Secondary School Certificate Examination in

Humanities group

held in the month of February-March, 2011 securing GPA *3.25* in the scale of 5.00 .

The date of his/her birth is

Twentieth June Nineteen Hundred and Ninety Four.

Date of passing: Dinajpur, May 12, 2011


Controller of Examinations

Board of Intermediate and Secondary Education, Dinajpur
Bangladesh

DBCC Serial No. 132-042265

Serial No. DIN 13 1 4 2 2 2 3 8



Roll No. 329141

Registration No. 831668/2011-12

Centre 754 - Dinajpur-4

Higher Secondary Certificate Examination - 2013

This is to certify that

Md. Abu Taher

son/daughter of

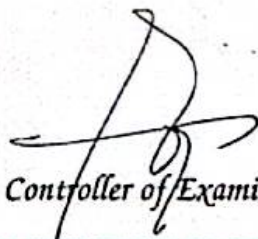
Md. Abdul Jabbar and Mst. Serina Begum
of

Dinajpur Adarsha College, Dinajpur

duly passed the Higher Secondary Certificate Examination in
Humanities group

held in the month of April- June, 2013 securing GPA 4.30 in the scale of 5.00 .

Date of passing: *Dinajpur, August 03, 2013*


Controller of Examinations

Note : This Certificate is issued without any alteration or erasure