

## **ARAFAT**

arafatibb0987@gmail.com

01821503151



## **CAREER OBJECTIVE**

*Work and learn that contribute best for the growth of the organization by continue developing and sharing my skill ability.*

## **SKILLS**

**Computer Operators**

• MS Word • MS Excel • Power Point • G-Sheet

**Driving**

Drive-Trailer-truck, Car, Bick.2,4,6,10,14,18 Wheeler Vhiacle

## **EXPERIENCE**

**Jan 2016 to Jun 2018**

**Pranto Telecom & Star Telecom**

**Computer Operator**

• Download,Flaxiload,Data Recovery,Selling Mobile, Different Device's.  
• Upload monthly & yearly Export Import details to G-Sheet.

**Apr 2018 to Oct 2018**

**M Hossain Cotton Mills Ltd.**

**Mechanical Helper**

• Maintaining & Repair all Dupleix & Simplex Machine.  
• Digital & Analog Both Kind of device.

**Nov 2018 to Jun 2019**

**Grassroots Tourism**

**Barishal Branch Incharge**

• Conducted research and analyze all aspects of Government Hospital and Private Clinic Medical industry including competition, market trends, new technology/ products, etc.  
• Created reports and document results and analysis.  
• Doing Visa,Hotel Booking,Foods Managing all the facilities for Tourists & Passant.

**Jul 2019 to Jul 2020**

**M/S Khan Enterprise**

**Manager**

• Analyses all Grocery Products rate & Order submitted to the industry Fresh,ACI.

**Jan 2021 to Aug 2021**

**Nafsi Bricks**

**Assistant Manager**

• Making all sections work schedule.  
• Manage production,Stock,Store & Delivery(Ship, Vehicle)  
• Monitoring bank accounts for employees weekly payments.

Sep 2021 to Feb 2022

**Khan Paribahan**

Foreman

- Working as a store incharge for vehicles parts,wheel,oil & others.
- Maintaining all vehicles weekly
- Collect trip information from every counter and submit to the head office.
- Giving every updates directly to The MD

Mar 2022 to Dec 2022

**Global Bangladesh**

Senior Technician & Customers Care Services

- Installing Water purifier electric device's like RO,UV at flat,home,office,factory,School,Stadium.

Mar 2023 to Still Working

**HKG Steel Mills Ltd**

Assistant Driver (311)

- Preparing Vehicle for Local & Long trip

Dec 2023 to Still Working

**HKG Steel Mills Ltd**

Assist Delivery Officer

- Preparing delivery schedule,reports,mail.

## PROJECTS

**Project Name : Grassroots Tourism & Trinomul Nari Uddokta Society (Gramer Hat)**

Role : Project Cashier

Team Size : 20

Project Duration : 3 Month

**Project Detail**

- Developed brand awareness and marketing strategies.
- Prepared market analysis report for each project.
- Developed and implemented product placement strategies.
- Consulted with marketing staff on strategic planning effort.
- Projects for (Khudro Mrito Shilpo)

## EDUCATION

Degree/Course	Institute/College	University/ Board	Percentage/ CGPA	Year of Passing
JSC	Mulad Mahmud Jahan Govt High School	Barishal	4.65 CGPA	2013
SSC In Commerce	Muladi Mahmud Jahan Govt High School	Barishal	3.78 CGPA	2016
H.S.C. In Business Studies	Muladi Govt University & College	Barishal	3.42 CGPA	2018
BBA In Management	Muladi Govt University & College	National University	65%	Pursuing

## ACHIEVEMENT

## HOBBIES

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• Travelling • Riding

## PERSONAL DETAILS

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<b>Address</b>	<i>East Bazar 06 No. Word, Muladi Municipal, Muladi, Barishal</i>
<b>Date of Birth</b>	<i>01/05/2000</i>
<b>Gender</b>	<i>Male</i>
<b>Nationality</b>	<i>Bangladesh</i>
<b>Marital Status</b>	<i>Unmarried</i>
<b>Languages Know</b>	<i>English, Bangla, Hindi</i>

## REFERENCES

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**Iftexharuzzaman**

**Deputy Manager(Delivery)**

**01708832427**

**HKG Steel Mills Ltd.**

**example@gmail.com**

## DECLARATION

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**I hereby declare that information given above is correct and true.**



**ARAFAT**