

Resume of MINHAZUL ARAFIN CHOWDHURY



OBJECTIVE

My main goal is to adapt myself to any new opportunities with the help of my 6+ years' experience. Possess a M.B.A in Accounting and expertise in Microsoft Excel & Quickbooks Online.

In addition to this, I always try to creating innovation in work, loving work, making work easier through proper use of technology. Always challenge myself and try to improve myself without limiting to a position.

Aim- to be a good & competent person of the organization.

EXPERIENCE

DISTRIBUTION MANAGER

Grameenphone Limited / January 2019-February 2024



- Distribution: (Lead-1 supervisor, 1 IT executive, 12 Sales executives & 12k+ Retailers)
 - Set Daily Sales Target & Morning Briefing to Supervisor & Sales Executives to achieve the target & plan to hit monthly sales KPI's also.
 - Visit market, check retail point visibility, stock availability as well as communication of Sales Executive.
 - Generate sales related report from company software's & handover it to IT.
- Log:
 - Maintain available stock in DH.
 - Maintain available stock in Sales Executives hand.
 - Create Purchase order for product lifting.
 - Prepare day end product stock sheet in MS Excel.
- Accounts:
 - Prepare daily sheet on - Purchase, Sales, Expenses in MS Excel.
 - Perform daily bank transactions.
 - Monthly Activities: Prepare Cash Flow Statement, Bank Reconciliation, Profit & Loss Statement, Balance Sheet.

Assistant Officer - Distribution

Kazi Farms Limited / May 2017 – January 2019



- Collaborate with dealer and feed mill (Broiler, Layer & Fish Feed) production team to plan, design and prepare an effective distribution schedule, making challan in company's ERS Software & handover to delivery department to ensure delivery of right products at the right time and at the right place.
- Establish an appropriate route or channel of distribution, drive maximum utilization of company vehicles and ensure cost optimized trip. Ensure safety and security of feeds in distribution path as per company policy.
- MIS Record Keeping : Prepare Feed requisition report, Sales & Stock report, Backlog report, Day end total delivery report, Truck list report & mail those reports to Head Office.

PERSONAL INFORMATION:

Height: 5'11", Hobby: Bike Tour (Have Valid Bangladeshi Driving License) & Reading Story Books (Humayun Ahmed), DOB: 29/12/1990

CONTACT

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SOCIAL MEDIA



<https://www.facebook.com/minhazul.arafin.5>



<https://www.linkedin.com/in/minhazul-arafin-chowdhury-6422181b3>

SKILLS

Professional:

- ✓ Proficiency in Microsoft Excel, Word, PP, Computer Hardware & Software
- ✓ Accounting Software: Quickbooks Advanced, Xero Basic, Tally Basic, Payroll Bookkeeping
- ✓ 40+ word typing speed

Personal:

Leadership, Self Directed, Problem Solving Adaptability, Ethic Time Management, Handling Pressure, Motivated, Strong Organization Skills

EDUCATION

M.B.A / Accounting

National University, Bangladesh.

2015 - 2017

B.B.A / Accounting

(Attested by UAE Embassy)

National University, Bangladesh.

2009 - 2015