



Md. Abdullah Al-Roman

Inventory Specialist

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romanislam4433221@gmail.com

SUMMARY

Currently looking to work in an organization with a professionally driven working environment where I can apply and utilize my educational knowledge and skills, which would enable me as a graduate to grow while fulfilling organizational goals. I'm an enthusiastic and hardworking person. I'd want to offer my existing abilities of tending to clients' requirements while maintain a professional demeanour to your organization since I value a professional workplace in which goals and objectives are clearly defined and the instruments to achieve them are supplied.

SKILLS

- Adaptability.
- Good understanding of inventory control policy and procedures
- Basic understanding of inventory control procedures.
- Excellent communication skills with warehouse workers, purchasing department, and outside vendors.
- Customer Service Skills.
- Excellent Verbal Communication Skills.
- Pay Attention to Detail.
- Customer Satisfactory.
- Microsoft Office.
- Team Work.
- Team Leading.
- Multi-Tasking.

WORK EXPERIENCE

Dynasty furnishing Ltd Company

Dhaka, Bangladesh

Assistant Officer (Accounts & Inventory Management)

Feb 2023 – Present

Walton Group

Chandra, Kaliakoir, Gazipur

Supply Chain Management Junior Officer

Jul 2020– Dec 2022

Fatem Telecom

Gulshan 2, Dhaka 1212, Bangladesh

Mobil-Software Technician

Jan 2017 – Jan 2020

KEY RESPONSIBILITY

- Maintains consistent stock of inventory, ordering new stock up to pre-authorized limit as inventory dwindles.
- Evaluating and managing stock rotation procedures.
- Maintaining inventory storage space in the store's warehouse.
- Planning store warehouse space usage.
- Placing inventory restock orders.
- Communicating with store management about any inventory issues.
- Tracking inventory maintenance.
- Compiling inventory reports.
- Training less experienced inventory workers.
- Updating database with incoming and outgoing products
- Maintain count accuracy (digital and physical counting)
- Loading and unloading deliveries.

EDUCATION

Higher Secondary Certificate (H.S.C), 2014.

Result: 2.80 Out of 5 (Business Studies)

Uttara Ideal Comers College, Dhaka, Bangladesh.

Secondary School Certificate (S.S.C)-2012Result: 2 Out of 5 (Business Studies) Baikal College, Dhaka, Bangladesh.

LANGUAGES

- Bangali
- English
- Hindi

- **PERSONAL DETAILS**

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- Father Name : Md. Abdullah Al- Rashid
- Mother Name : Anowara Begum
- Date of Birth : 30th May, 1997
- Marital Status : Married
- Religion : Islam
- Nationality : Bangladeshi
- Blood Group : A+

DECLARATION

I do hereby declare and certify that all information stated above are true complete to the best of my knowledge.



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MD. Abdullah Al-Roman