

# MD. ABUL HASAN

Admin, Warehouse & Logistics Management Professional



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## CONTACT INFORMATION

- **Email:** hasanmasum81@gmail.com | hasanmasum@rdfbd.org
- **Phone:** +88 01767704489
- **Address:** Village: Manikkhali, Post: Nachnapara, Thana: Patharghata, District: Barguna
- **Date of Birth:** December 3, 1981
- **Nationality:** Bangladeshi

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## PROFESSIONAL SUMMARY

Dedicated warehouse and logistics management professional with over 18 years of progressive experience in procurement, inventory control, and administrative coordination. Proven track record of leading teams, optimizing operational processes, and implementing strategic improvements that drive efficiency and cost savings. Skilled in ERP systems and cross-functional collaboration, seeking to leverage extensive expertise in a challenging administrative role.

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## CORE COMPETENCIES

- **Technical Skills:** ERP Systems, MS Office Suite (Word, Excel, PowerPoint), Data Management
- **Management:** Team Leadership, Process Optimization, Performance Management
- **Operations:** Warehouse Management, Inventory Control, Procurement, Logistics Coordination
- **Communication:** Stakeholder Relations, Interdepartmental Collaboration, Government Liaison

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## PROFESSIONAL EXPERIENCE

### Deputy Chief Coordinator | July 2024 - Present

#### Resource Development Foundation (RDF)

- Oversee the comprehensive management of the RDF Training and Research Center (RTRC)
- Manage Training Center operations, including Guest House, vehicle fleet, and HR coordination
- Maintain effective communication with stakeholders and represent RDF to government departments at the district level
- Direct store, logistics, procurement, and inventory operations
- Lead warehouse and administrative department operations
- Supervise staff to ensure timely order fulfillment and shipping
- Collaborate with senior management to enhance operational efficiency

### Deputy Chief Coordinator | July 2023 - July 2024

#### Resource Development Foundation (RDF)

- Led warehouse and logistics department operations
- Managed comprehensive inventory control and optimized storage solutions
- Directed warehouse team to consistently meet performance goals and deadlines
- Implemented process improvements resulting in enhanced operational efficiency

### Senior Assistant Chief Coordinator | July 2016 - July 2023

#### Resource Development Foundation (RDF)

- Managed store, logistics, procurement, and inventory operations
- Coordinated stock levels and maintained accurate record-keeping systems
- Collaborated with cross-functional departments to ensure seamless operations

- Contributed to strategic planning and process optimization initiatives

### **Assistant Chief Coordinator | July 2014 - July 2016**

#### **Resource Development Foundation (RDF)**

- Supported management of store, logistics, procurement, and inventory operations
- Coordinated inventory updates and conducted regular stock audits
- Worked with senior management to streamline operational processes

### **Senior Coordinator | July 2012 - July 2014**

#### **Resource Development Foundation (RDF)**

- Led teams to improve inventory management and stock control systems
- Ensured timely procurement of materials and supplies
- Maintained and verified all stock-related documentation for central and branch operations

### **Coordinator | July 2011 - July 2012**

#### **Resource Development Foundation (RDF)**

- Managed comprehensive store, logistics, procurement, and inventory operations
- Coordinated material handling and maintained optimal stock levels
- Served as liaison between departments to ensure operational efficiency

### **Work Study Officer | August 2005 - March 2009**

#### **KDS Group**

- Analyzed work processes and identified opportunities for efficiency improvements
- Developed and presented recommendations to enhance operational performance
- Collaborated with management to implement process improvements

### **Quality Controller Officer | February 2003 - August 2005**

#### **KDS Group**

- Ensured quality standards compliance across operations
- Conducted quality assessments and implemented corrective measures
- Maintained quality documentation and reporting systems

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## **EDUCATION**

### **Bachelor of Arts | 2000**

National University | Second Class | Humanities

### **Higher Secondary Certificate (HSC) | 1998**

Government Bangla College, Dhaka | Second Class | Humanities

### **Secondary School Certificate (SSC) | 1996**

Noapara Model School, Jessore | First Division | Science

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## **PROFESSIONAL TRAINING**

- **Warehouse and Logistics Management** | Infrastructure Development Company (IDCOL) | 2013 | 10 Days
- **Warehouse and Inventory Management** | Infrastructure Development Company (IDCOL) | 2014 | 7 Days
- **Admin and Procurement Management** | Institute of Microfinance BD | 2015 | 7 Days
- **Admin and Procurement Management** | Saint Bangladesh (Barguna) | 2024 | 2 Days

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## **LANGUAGES**

- **Bengali:** Native
  - **English:** Proficient
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## KEY STRENGTHS

- Effective collaboration with diverse teams and stakeholders
- Strong leadership capabilities with proven team management experience
- Excellent listening skills and attention to detail
- Problem-solving expertise with a focus on practical solutions
- Adaptability and commitment to continuous improvement

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## REFERENCES

### **Md. Istiak Azad**

Director, Resource Development Foundation (RDF)

Phone: +88 01733065522

### **Md. Al-Mahamud**

Admin Officer, United Group BD (Construction Unit)

Phone: +88 01716891948

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I hereby declare that all information provided in this curriculum vitae is accurate and complete to the best of my knowledge.



**Md. Abul Hasan**

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